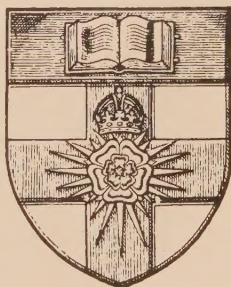


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Tardy Scholars Among the Archivists

By LESTER J. CAPPON¹

Institute of Early American History and Culture

MY mother, who attended a one-room public school on the outskirts of Milwaukee, used to recall amusing incidents of her childhood during the 1870's. The teacher, Mr. Pepper by name, was conscientious and strict of discipline. His pupils both feared and respected him, but learning was such a rigorous process under his rule — and often under his ruler — that the youngsters sought opportunity for reprisal through his own shortcomings. On his morning walk from home he would sometimes stop at a nearby Catholic church for 8 o'clock mass, which made him late for school. When the big boys saw Mr. Pepper hurrying across the field toward the schoolhouse, one of them would ring the bell with all his might while another would strike up the tune "Tardy Scholar Is Your Name," in which all the pupils joined lustily. Arriving embarrassed and out of breath, Mr. Pepper could do no less than grudgingly acknowledge the reprimand he so well deserved: he was, indeed, a tardy scholar!

If this same charge may be leveled against the American archivist, let us ask, frankly: Who are the tardy scholars among us?

Before answering my own question I want first to remind you of a fact that some of us forget, partly because we are too immersed in processes, partly because we have never completely accepted it. That fact is that both in historical origin and in the function he performs the archivist is not a mere caretaker of the paper residue of the past but a person with scholarly proclivities and, at best, a scholar himself. And his field of scholarship, however narrowly or broadly defined, is history.

Hence any assessment of archival accomplishment in terms of scholarship must refer to the broad field of historical scholarship and to no other. History — the written record of the past — com-

¹ This paper is the presidential address, delivered at the annual meeting of the Society of American Archivists in Columbus, Ohio, Oct. 3, 1957. Dr. Cappon is director of the Institute of Early American History and Culture at Williamsburg, Va., and is archival consultant to Colonial Williamsburg, Inc.

prehends all branches of knowledge associated with archival materials; for, as records of the past, those materials can be utilized effectively and properly only in the framework of their own particular periods. However specialized they are, whether they deal with scientific invention or vital statistics, the canons of historical research provide the common denominator indispensable to their proper use and understanding — and to the work of the archivist responsible for their full use.

My distinguished predecessor in the presidency of this Society has pointed out that in 18th-century Europe the archivist was primarily a government official but that in the 19th century he was generally a scholar.² Of 19th-century origin, the American archivist has the historian as his Abraham, his ancestral patriarch. More than that, this patriarch's sons and grandsons to the fourth and fifth generation — if my genealogical tree has not overextended its branches — have intermarried with archivists to produce a virile historical strain. It was the urgent demands of historians, not the plaintive pleas of civil servants, that brought about the belated establishment of the National Archives.³ Behind these demands was the scholar's desire for better preservation of the records, their proper control, and their accessibility for research. And the historian-archivists on the staff of the National Archives responded sympathetically, aware of their personal and professional stake in the proper use of the records; for they had become archivists chiefly via the main road of historical training and experience.

The Society of American Archivists, child of the American Historical Association through its Public Archives Commission, also came into existence with marked historical leanings. Its members were continually reminded, in those early years, of their profession's historical heritage. At the time of the Society's founding, in December 1936, the National Archives was engaged in transferring the older records of the Government into its new building. During the process of inventory the discovery of numerous documents of great historical value served to point up the historical significance of this national establishment and the usefulness of the profession. At the same time, the Historical Records Survey, both praised and damned as another WPA project, had been in operation long

² Ernst Posner, "Some Aspects of Archival Development Since the French Revolution," in *American Archivist*, 3:166 (July 1940). This magazine is hereafter cited as *AA*.

³ Philip C. Brooks, "The Historian's Stake in Federal Records," in *Mississippi Valley Historical Review*, 43:264 (Sept. 1956); Fred Shelley, "The Interest of J. Franklin Jameson in the National Archives: 1908-1934," in *AA*, 12:99-130 (Apr. 1949).

enough to suggest its potentiality for aiding scholars in their research. "Public officials in all of the states of the Union [became] conscious of the value of archives and archival methods. . . . Probably no new profession," asserted Julian P. Boyd at the Society's first annual meeting, "ever found itself brought into existence under more favorable auspices."⁴ In sum, those favorable auspices amounted to a quickened historical consciousness, and the organized archival profession not only benefited from that quickening but vitally participated in it.

I have suggested, however, that the archivist is a scholar not only by virtue of his historical origins in the United States but also because of the function he performs and the process he supervises. We Americans are usually more adept at learning *how* to make tools and use them efficiently than at explaining *why* the process as a whole is significant in terms of ultimate objectives. In our present field we may draw the distinction between archival economy, stressing techniques effectively applied to the records, and archival science, formulating and systematizing knowledge in the search for truth. Archives as records of enduring value embody historical truth within them, and even beyond them; for their content as organic records reveals some of their broader implications to the scholar with historical background. That background is vital to the archivist whose techniques aid rather than obstruct him in the pursuit of truth through his records.

Several presidents of this Society, reflecting in part their own historical bent, have seen fit to insist that we maintain a balance between the *how* and the *why*, between being caretakers and being scholars, as a matter of professional responsibility. Albert R. Newsome, professor of history and no longer a practicing archivist when he became the first president of the Society, spoke in 1938 on the theme, "The Archivist in American Scholarship." Looking back, no doubt, on his own career, he maintained that "the historian who becomes an archivist and thus an ex-historian, will not subordinate archival to historical interests." He found "no real antagonism between sound historical scholarship and archival competency."⁵ The dean of American archivists, Waldo G. Leland, who views all things from his well-seasoned experience, bridging the half century from the first conference of archivists in the United

⁴ Julian P. Boyd, "Recent Activities in Relation to Archives and Historical Manuscripts in the United States," in Society of American Archivists, *Proceedings*, 1936-37, p. 20 (Urbana, Ill. [1937]).

⁵ Albert R. Newsome, "The Archivist in American Scholarship," in *AA*, 2: 220, 222 (Oct. 1939).

States in 1909 to the present, has warned his colleagues against becoming "mere technicians," against finding fulfillment in dealing with the many technical problems of an archivist's daily routine. He goes so far as to assert that "the necessary technical and administrative [archival] processes must be controlled by the scholar, and [that] it is in the high ideals and purposes of scholarship and in its concern for the public good that the archivist must find his motives and seek his inspiration."⁶ I shall cite one more assertion of the need for scholarship among archivists, prompted in this instance by practical experience with the legal status of public records. When Margaret C. Norton in her presidential address complained that "practically nothing has been written by American archivists on philosophical aspects of . . . records" in their legal connotations,⁷ she was calling attention to a field of scholarship, historical as well as legal, in which the archivist has a large stake. Here he ought to make an important contribution, stemming from his own familiarity with the content and provenance of the records.

Thus by origin, by functional definition, and, I need hardly add, by admonition, the archivist is an historical scholar. The title of my paper implies, however, that he is in some measure at least, a tardy scholar. In what measure?

Since we are concerned with the archivist's participation in the world of scholarship, as custodian of the priceless records of the past, we must find some fair means of appraising the breadth and depth of his work. The service rendered to investigators on the spot may be estimated roughly in terms of the organization of the records and the reference tools available to facilitate their use. Here archivists, along with their other professional colleagues, have set a high standard for internal operation. Some investigators want to consult personally with the archivist too, for his knowledge and judgment are a valuable complement to the content of the archives. In this service, many of us excel; we are beyond reproach. From the scholar's point of view, however, the institution should reach out beyond its own walls to make known its holdings and thus promote a wider dissemination of knowledge. Unknown treasure is no treasure at all until it is found and made known.

We can take a cue from the founders of our earliest historical

⁶ Waldo G. Leland, "The First Conference of Archivists, December 1909: the Beginnings of a Profession," in *AA*, 13:120 (Apr. 1950).

⁷ Margaret C. Norton, "Some Legal Aspects of Archives," in *AA*, 8:5 (Jan. 1945). Recent documentary publications in this field, with historical introductions including observations on the records themselves, have been carried out through the American Historical Association's Littleton-Griswold Committee and through the American Legal History Society.

societies, who stressed the need to publish the results of our labors rather than "to lie waiting like a bed of oysters, for the tide . . . to flow in upon us," as Jeremy Belknap of the Massachusetts Historical Society put it.⁸ In publications we have concrete means of measuring the effectiveness of archival programs in exploiting their scholarly potential and bringing their treasures to the attention of the world. Here too is provided some clue to the capacity of the archivist himself to evaluate his records as cultural resources. The following publications are common, in varying degrees, to every institution that has developed a publication program: guides and accession lists, checklists and inventories, annual reports and specialized reports, calendars, and editions of documentary materials *in extenso*.

What have been the published achievements of archivists, and their colleagues in historical manuscripts, on behalf of scholarship during the first 20 years of our organized profession? Have we kept abreast of the demands of current historical scholarship? Have we pointed the way in any respect to more effective scholarship by anticipating needs rather than waiting for demands? Let us take for our measuring rod the years between the founding of the Public Archives Commission and the founding of our Society — 1899 to 1936. How do labors of our generation measure against theirs?

Although the Public Archives Commission, appointed in 1899, was only a committee of the American Historical Association dependent on volunteer help, its survey of State records yielded prompt and notable results, which appeared in the *Annual Report* of the Association year after year until World War I. The surveys were made in most instances by academic historians. It was thought best not to turn to public officials or archivists because, as the commission said, they "are commonly much overworked, and . . . may often be reluctant . . . to call attention to defects in the treatment of the papers under their care."⁹ Actually there were few State archivists, in the true sense of the word, to call upon, although some of the work was carried on by those kindred souls, the curators of manuscripts in historical societies. The reports described conditions under which the records were preserved and maintained — some

⁸ Jeremy Belknap to Ebenezer Hazard, Feb. 19, 1791, in Massachusetts Historical Society, *Proceedings*, 1st ser., 1:xv (Boston, 1879). The same objective was expressed by the New-York Historical Society during its early years; see New-York Historical Society, *Collections*, 1:8 (1809), and 2:1 (1814).

⁹ "First Report of the Public Archives Commission," in American Historical Association, *Annual Report*, 1900, vol. 2, p. 8. An especially valuable segment of the seventh report of the commission is Adelaide R. Hasse, "Materials for a Bibliography of the Public Archives of the Thirteen Original States . . . to 1789," *ibid.*, 1906, vol. 2, p. 239-561.

accessible for use, others in hopeless confusion. In some States, classified lists of record series served to indicate the administrative structure of government. While there was much unevenness in the amount of detail and in its presentation from State to State, these reports constituted a remarkable pioneer accomplishment, providing basic data for subsequent archival programs in some of the commonwealths. A proposal in the early days of the commission for enlisting Federal aid to the extent of publishing State records came to naught;¹⁰ nor did the commission storm the redoubts of departmental records in the national capital. Van Tyne and Leland's *Guide to the Archives of the Government of the United States* (1904) revealed the deplorable conditions prevailing there — as J. Franklin Jameson remarked, Waldo Leland "knows the seamy side of the archives here in Washington more extensively than anyone else."¹¹ These were also the years when the Historical Division of the Carnegie Institution of Washington, under Jameson's direction, was producing its distinguished series of guides to materials for American history in foreign archives, largely the work of historical scholars employed by that institution.

Equally remarkable was the large number of projects in operation and brought to completion for publishing documentary texts on an extensive scale. A good example had already been set in the 19th century; for so far as public archives were concerned, the colonial and Revolutionary records of many of the States had been issued as multivolume works with public or private support. Some, like the *Archives of Maryland* (1883-) or the *Records of . . . Connecticut* (1850-1890, 1894-), continued as historical projects well into the 20th century; others, similar in character — in Virginia and Georgia, for example — were launched after 1900,¹² while among the younger States, Wisconsin under Reuben Gold Thwaites' direction in the State Historical Society, and Illinois under Clarence W. Alvord's guidance in the State Historical Library, made significant documentary contributions of superior editorial quality.¹³ Among Federal projects were some of 19th-century origin, like the *Foreign Relations* series (1861-) and *Official Records of the Union and Confederate Navies* (1894-1914); but

¹⁰ *Ibid.*, 1900, vol. 2, p. 15-16, 22.

¹¹ J. Franklin Jameson to John B. McMaster, Dec. 17, 1908, quoted by Shelley, in *AA*, 12:106 (Apr. 1949).

¹² J. P. Kennedy and H. R. McIlwaine, eds., *Journals of the House of Burgesses of Virginia* (1905-15), and subsequent series of *Council Journals*, etc.; A. D. Candler, ed., *Colonial Records of the State of Georgia* (1904-16), and *Revolutionary Records* (1908).

¹³ In the Wisconsin Historical Society *Collections*, edited by Reuben Gold Thwaites and Milo M. Quaife (1900-20), and in the *Illinois Historical Collections* (1903-).

a recommendation that Gales and Seaton's *American State Papers*, discontinued in 1861, be resumed was not acted on by Congress.¹⁴ *A Calendar of Papers in Washington Archives relating to the Territories* was published by the Carnegie Institution in 1911, but almost two decades elapsed before Congress authorized the publication, under the editorship of Clarence E. Carter, of the *Territorial Papers of the United States*.¹⁵

One other aspect of historical-archival editing during this productive period, before archivists became professional in their own right, must be noted. The counterpart, in the province of personal and family papers, to the Public Archives Commission was the Historical Manuscripts Commission, also created by the American Historical Association. Its *Annual Reports* served as the vehicle for publishing selected correspondence of such public figures as John C. Calhoun, edited by Jameson, and public archives, like the Texas Diplomatic Correspondence, edited by George Pierce Garrison.¹⁶ With the wave of nationalism that swept the United States in the late 19th century came a succession of large-scale projects for editing and publishing the papers of American statesmen, especially of the founding fathers; and they proved to be good risks for commercial publishers. Beginning with Lodge's edition of Alexander Hamilton's *Works* in the 1880's, these ventures were pursued most vigorously by the firm of G. P. Putnam's Sons. The *Writings* of Washington, Jefferson, Madison, and others were edited by able historians or by experts in manuscripts, who produced "standard" editions, only gradually replaced after many years of use and still referred to occasionally. The first replacement was the Fitzpatrick edition of Washington's *Writings*, beginning in 1931. One could go on and on to catalog the profusion of published riches.

As we turn to take stock of archival publications for scholarly purposes since 1936, we must note one factor that vitally affects our profession today. The period since World War I has witnessed a tremendous increase in the volume of records that press upon us and oppress us. You will recall that when Christopher Robin went down to Buckingham Palace, with Alice, to see the royal pageantry, they experienced one disappointment:

¹⁴ Clarence E. Carter, "The Territorial Papers of the United States," in *AA*, 8:124 (Apr. 1945).

¹⁵ The *Calendar* was compiled by David W. Parker. Carter, in *AA*, 8:125-135 (Apr. 1945).

¹⁶ "Correspondence of John C. Calhoun," in American Historical Association, *Annual Report*, 1899, vol. 2; "Diplomatic Correspondence of the Republic of Texas," *ibid.*, 1907, vol. 2, and 1908, vol. 2.

A Face looked out, but it wasn't the King's,
"He's much too busy a-signing things,"
Says Alice.

Our modern civilization is built on a foundation of paper, millions of sheets of paper, signed and unsigned. That paper has brought into being a new branch of the profession in the person of the record manager, the creature of superabundance, who must learn to appreciate and cherish quality in the midst of quantity. At least one of his parents is the archivist, who finds self-discipline hard in the face of this quantitative neurosis, as his control of quality becomes increasingly difficult to maintain. If he knows less and less about the content of the records to be retained because of the ever-pressing need for destruction, the archivist will have to ask the scholar to come back again when the prospects for research are brighter. Indeed one archivist and record administrator has concluded that American historians themselves are abandoning their use of original records.¹⁷ An archivist-historian, well versed in problems of record administration, acknowledges that "the historian is confronted with ever greater problems in the preservation and availability of informative sources. He seems to depend increasingly upon the complex processes of government to define the character of the residual mass of records, and upon the archivist to thread the maze."¹⁸ But this challenge of quantity does not excuse the archivist from his scholarly obligation to publish. It rather increases the obligation. It is not a question of spoon-feeding the historian but rather of bringing within his purview, in orderly outline and description, the records of substantial content for productive research.

Thus the archivist must reach out in opposite directions: on the one hand to control the selection of records for preservation while they are still in the hands of the record manager, and on the other hand to familiarize himself with those records of enduring value that, as archives, will be used by the scholar and other research experts with the aid of the archivist. While record management, like microfilming, has become indispensable in the archival profession (and I would not minimize the importance of either of them), neither can function properly without the archivist. When microfilming was a novelty, 20 years ago, it dominated many of the sessions of this Society, some of which were infused with the provocative genius of Robert C. Binkley and his treatise on methods of

¹⁷ Morris L. Radoff, "A Guide to Practical Calendaring," in *AA*, 11:124 (Apr. 1948), paraphrasing remarks of Herbert E. Angel.

¹⁸ Brooks, in *Mississippi Valley Historical Review*, 43:274 (Sept. 1956).

reproducing research materials.¹⁹ By many archivists microfilming was regarded as the cure-all for such problems, but they were wrong and experience has changed their perspective. So it is with record management, which already has solved some seemingly insuperable problems but which, like all such developments in documentation, has created others. In due course, record management will lose its "new look" and rest in assurance of a worthy and proper place in archival economy, contributing its acceptable share to the advancement of archival science. But it must be acknowledged that these problems were virtually unknown to that earlier generation whose notable productivity I have surveyed. If there was a closer kinship between historians and archivists in that period than there is now, our growing mass of records may explain at least part of the alienation that has occurred. Meanwhile new techniques have disclosed new vistas and necessitated readjustments in our thinking to take full advantage of them.

A second factor that has had profound influence on the archival profession in relation to scholarship is the National Archives, only slightly older than the Society of American Archivists. Founded through the persistent efforts of historians, the National Archives became the great laboratory of archival economy in the course of its work on the Federal records. It became also the great service agency of the Government in affording ready access to the records of the past for current administrative needs. Out of this environment came experiments in record management in Government agencies that eventually enlarged the program of the National Archives itself.

At the same time, however, a professional staff consisting mostly of trained historians could be relied on to attend to the needs of scholars. And the publications devoted to their use were numerous and fruitful. Every kind of finding aid has been issued in print or near-print and some textual material has been made available, especially on microfilm. The beginnings of the *Guide* (1st edition, 1940) to all record groups in the National Archives are found as early as 1937 in the *Annual Report* of the Archivist.²⁰ All these works are of high quality, setting an example for other institutions to emulate. Only in the area of textual editing and publishing did the National Archives fall short in its aid to scholarship, despite

¹⁹ Robert C. Binkley, "Strategic Objectives in Archival Policy," in *AA*, 2:162-168 (July 1939); Joint Committee on Materials for Research, *Manual on Methods of Reproducing Research Materials* (Ann Arbor, Mich., 1936).

²⁰ National Archives, *Third Annual Report of the Archivist of the United States*, 1936-37, p. 111-168 (Washington, 1938).

the fact that the National Historical Publications Commission came into existence under the Archives Act of 1934.

That Commission was empowered to "make plans, estimates, and recommendations for such historical works and collections of sources as shall seem appropriate for publication and/or otherwise recording at the public expense."²¹ The chief recommendation from the Commission's earliest years was for the assembling and publishing, at public expense, of the records pertaining to the ratification of the Constitution of the United States and the adoption of the first 10 amendments — a project that, for lack of appropriation from Congress, was not begun until 20 years later. Indeed, the time-consuming tasks of putting the National Archives into operation, publishing titles closely related to current business, stemming the rising tide of recent records, and contending with war conditions relegated the Commission to a moribund state for more than a decade. Revitalized by the Federal Records Act of 1950, it is now engaged in its appointed task, to

cooperate with and encourage appropriate Federal, State, and local agencies and nongovernmental institutions, societies, and individuals in collecting and preserving, and . . . editing and publishing the papers of outstanding citizens of the United States and such other documents as may be important for an understanding and appreciation of the history of the United States.²²

After hearing eloquent testimony from historians and public officials, Congress passed a joint resolution in August 1957, urging such cooperation with the Commission.²³ Actually the basic idea, successfully applied in historical editing at the turn of the century, had again been proved productive in *The Papers of Thomas Jefferson*, edited with scholarly and literary distinction by Julian P. Boyd. And it was the presentation of volume 1 of the *Papers* to President Truman in May 1950 that provided the occasion for giving official encouragement to the projects of documentary publication that have been initiated in rapid succession during the past few years.²⁴ The editors of these large-scale projects are historians,

²¹ Text of the act of 1934, in *First Annual Report of the Archivist of the United States* [1934-35], p. 44 (Washington, 1936); see also *Second Annual Report* [1935-36], p. 7 (Washington, 1937).

²² Quoted in General Services Administration, *Annual Report on the National Archives and Records Service* [1950-51], p. 29 (Washington, 1952).

²³ National Historical Publications Commission, *Hearing before the Committee on House Administration (Subcommittee on Enrolled Bills and Library)*, 85th Congress, 1st sess. . . . H. J. Res. 233 . . . June 5, 1957 (Washington, 1957).

²⁴ National Historical Publications Commission, *A National Program for the Publication of Historical Documents; a Report to the President*, p. 13 (Washington, 1954). The two major documentary projects under way by the Commission pertain

some closely associated with manuscript repositories and all dependent to a large degree on the cooperation of archivists and curators of manuscripts. It is worth noting that today the publishers of such papers and writings, privately financed, are university presses, not commerical firms. With the office of the Historical Publications Commission's executive director, Philip M. Hamer, serving as the clearinghouse for information on the papers of leading Americans and on other valuable source materials, the prospects are bright for scholarly achievement by historian-archivists through the advice, but not under the control, of an agency of Government.

But when we turn to the field of State archives, we find that surprisingly little has been done to provide printed information on the records, much less to reveal their content in any detail. Here we are tardy indeed, in spite of the constructive work of the Society's Committee on State Records. For few States do we have more data on the location of records or their physical condition, organization, and administrative history than were contained in the reports to the Public Archives Commission made 50 years ago. We must recognize, of course, that there are not 48 State archives or archivists; that no uniformity of organization exists in our Federal system among those States that have records or archival programs. Nor should we wish for such uniformity, even for the benefit of the scholar. But there is serious need for published guides to the record groups in each State with an outline of its governmental structure and the essentials of its administrative history.

The Archivist of Maryland, whose constructive work is partly reflected in numerous published finding aids, has remarked that the calendar is out of style because of "the increasing interest shown by archivists in the use of material in their custody for administrative rather than for historical purposes."²⁵ The "archival renaissance" of the mid-twentieth century, as he calls it, is confronted by records too voluminous to be used without checklists and guides, but the detailed finding aid has been scrapped in the face of more pressing demands. In State archival agencies that include historical manuscripts and bibliographical research in their programs, like Delaware, Georgia, and North Carolina, the calendar and similar compilations facilitate the scholar's use of the source materials. A recent *Report . . . on Archival, Historical and Museum Activities*

to the ratification of the Constitution and its first 10 amendments and to the First Federal Congress. A guide to depositories of manuscripts and archives in the United States is nearing completion. *Ibid.*, p. 22-24, 31.

²⁵ Radoff in *AA*, 11: 123, 124 (Apr. 1948).

in *Georgia on the State and Local Level* (1955), deals in part with the content of the records.²⁶ In Virginia the *Bulletin* of the State Library long served as a vehicle for the issuance of archival reference tools, and in Illinois the archivist has made good use of *Illinois Libraries* in the same way. Unfortunately, however, these are exceptions among our farflung sovereign States.

Publication of the texts of official State records, which was so prevalent in the 19th century, has been declining in the 20th. As we have seen, national and local patriotism gave incentive to the early editors and publishers of colonial and Revolutionary records, with their widely variant standards of selection, transcription, and editing.²⁷ Documentary volumes of a similar nature on the late 18th and early 19th centuries have been prepared by some State archival and historical agencies in the Middle West. The rising cost of printing has, to be sure, seriously handicapped such undertakings; but we must not overlook the countervailing impact of the archivist's own interest, even when he is under the pressure of competing demands from present-day citizens, who are often unappreciative if not unaware of the living past. The publication of official records has continued in such States as Maryland and Virginia; and most heartening is the steady progress of *The Colonial Records of South Carolina* (1951-), edited by Archivist-Historian J. H. Easterby.²⁸ Microfilm as a substitute for letter-press or near-print is used in some States, but serious editorial problems are involved in this form of publication. Of nationwide significance here is William S. Jenkins' comprehensive *Guide to the Microfilm Collection of Early State Records* (1950). Its coverage is admittedly incomplete, but that very fact ought to be a challenge to State archivists. And out of this great project has developed the Bureau of Public Records Collection and Research in the Political Science Department of the University of North Carolina.

Sometimes we find curators of historical manuscripts more responsive to the scholar's needs because they, in contrast to archivists, can devote their time exclusively to research interests. But increasing activity in collecting manuscripts during the past several

²⁶ By Mary Givens Bryan, Director of the Georgia State Department of Archives and History.

²⁷ The Public Archives Commission commented on the wide variation in the quality of editing State records; see American Historical Association, *Annual Report*, 1900, vol. 2, p. 20.

²⁸ Published by the South Carolina Archives Department, formerly the Historical Commission. On finding aids in archives and historical manuscripts see Lester J. Cappon, "Reference Works and Historical Texts," in *Library Trends*, 5: 370-375 (Jan. 1957).

decades has brought the curator face to face with the inevitable problem of space, though in a far less aggravated form than confronts the archivist. And the difficulty of keeping up with accessions postpones the preparation of reference aids and consigns many collections of papers to storage rather than to files properly arranged and inventoried. While a considerable number of guides to the holdings of separate repositories have been published, some of them capitalizing on the earlier accomplishments of the Historical Records Survey, many a curator feels the obligation less urgent to perform this general service for scholarship than to concentrate on selected collections of special interest, for the benefit of a few researchers. The manuscript field is still very much out of control from the standpoint of efficiency for the user, and the same is true of institutional archives of all kinds. For all these fields we are seeking, somewhat impatiently, the means to establish a national control file. Our best hope lies in the proposed union catalog of manuscript collections, to be developed and administered by the Library of Congress.

My remarks have been concerned with the substance of archives as the real basis for the archival profession, the *raison d'être* for being an archivist, however diverse the means to serve this end. A few years ago the Archivist of the United States declared that the vessels on the shelves of the National Archives are full, waiting to be put to use. "An archivist," he said, "who doesn't have some inkling of the significance of their contents is, in my book, not worth his salt. In the National Archives the best foundation on which to stand in order to acquire such an inkling is still the study of American history and government."²⁹ This dictum suggests again the common ground of the archivist and the historian — or better, the essential historical basis of the archivist.

The Society of American Archivists has a continuing interest of its own in scholarly objectives and publications that will assist in attaining them. The Council has just established the position of historian, in response to a recommendation made by President Ernst Posner last year, and has approved the appointment of Dr. Posner himself. As the first to hold that office, he will be concerned with ideas and plans for projects of a historical nature germane to the Society and the profession. It is hoped they will bear fruit in special publications from time to time. Meanwhile the *American Archivist* continues to be not only our textbook but also our barometer, registering the diversified activities, controversies, and

²⁹ Wayne C. Grover, "The National Archives at Age 20," in *AA*, 17: 107 (Apr. 1954).

accomplishments of archivists and their kin. In its pages the mutual interests of archivists and historians ought to find more frequent expression.

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Antiquarianism and Documents in the Age of Literary History

By GEORGE H. CALLCOTT¹

University of Maryland

IN the development of American historical writing the period from 1800 to 1860 is remembered principally for the grand and flowing narratives of men like Bancroft and Prescott. Yet it was also the day of the antiquarian and of an unprecedented concern with the publication of documents and the compilation of historical minutiae. Avidly men collected, compiled, and read the documents and details of their past; and, what is more, they knew precisely why they did so. Romanticism in history meant love of the specific as well as the grand; it meant documents as well as rhetorical narrative.

The quantity of documents and minutiae that appeared in the public's general reading suggests the interest and importance that were attached to this kind of historical publication. Popular magazines in the early 19th century featured masses of antiquarian detail that today would terrify the editors of the most specialized journals. These popular magazines would frequently quote 10- or 20-page excerpts from century-old political correspondence or Privy Council minutes "so that the reader might share with us" the pleasures of documentary reading.² Editors explained that this was what the people wanted, that their public had "a fondness for . . . details" and wanted to read "the unadorned facts" because these details "are of personal interest and come home to the bosom of every individual."³ The *North American Review*, the most prominent journal of the period and in many respects comparable to the modern *Saturday Review of Literature*, devoted about 24 percent of its space to essay-reviews of histories in general — many of which were of local

¹ This paper is a condensation of part of the author's doctoral dissertation, written at the University of North Carolina: "Romantic History; the Idea of History in the United States, 1800-1860." Dr. Callcott is instructor in history at the University of Maryland and this year is teaching in the university's Overseas Program.

² Unsigned review in *DeBow's Review*, 3:293 (Apr. 1847).

³ Preface to *Collections Topographical, Historical, and Biographical, Relating Principally to New Hampshire*, 1:3 (1822; 1831 reprint); unsigned review in *North American Review*, 39:32 (July 1834); also *American Quarterly Review*, 15:276 (June 1834); and *American Quarterly Observer*, 3:121 (July 1834).

and antiquarian interest — plus an additional 11 percent to discussions of strictly primary materials, such as collected correspondence and reprints of historical documents.⁴

In their eagerness to read the “unadorned facts,” the public bought great sets of documentary collections. In 1852 Jared Sparks sold 7,000 sets of his 12-volume *Writings of Washington* to a nation anxious to peruse them, whereas in 1889 an incomparably finer edition by Worthington Chauncey Ford sold but 750 sets, scarcely a tenth as many, in a nation with a population four time as large.⁵ Even when documents were already in print and available to the research scholar, new collections of the same material continually reappeared simply for the interest they afforded. The first two volumes of the Massachusetts Historical Society *Collections* went through three editions; Wisconsin published its *Collections* in German and Norwegian in order to meet public demand; Jonathan Elliot's *Debates . . . on . . . the Adoption of the Federal Constitution* had gone through four editions by 1861; and Francis P. Blair's seven-volume *Diplomatic Correspondence* of the period 1783-89 and Thomas B. Wait's eight-volume *State Papers and Publick Documents* went through three editions each.

At least a third of the contents of historical journals consisted of primary materials, another third of local history, and the remainder of exotic adventure tales based on history. Seventeen such journals were published in the period, not for the professional historian, for there were practically none, but simply for the public, which wanted for general reading even more history than was available in popular magazines and published volumes. The editors of these journals warned, “nor shall we . . . be lavish of labor to our own disadvantage”; they were endeavoring to reach the widest possible public;

⁴ The following sample from the *North American Review* includes only the kind of material that would have a place in a contemporary historical journal:

Year	Total pages	Pages of history	Pages of documents
1815	574	57	106
1820	904	84	92
1825	930	96	106
1830	1,100	127	107
1835	1,047	316	91
1840	1,047	302	130
1845	1,029	331	90
1850	1,047	448	123
1855	1,108	436	83
1860	1,166	204	124
Percent of total		24%	11%

⁵ John Spencer Bassett, *Middle Group of American Historians*, p. 88 (New York, 1917).

yet they saw no contradiction between "purely entertaining information" and "materials for elaboration by the future historian."⁶ "We trust we are not over sanguine," said one editor, "in expecting to interest our readers, while preserving for them the curious matters of history."⁷

One of the most remarkable illustrations of the public interest in collecting and disseminating source material was the emergence of historical societies. As a favorite diversion for men of totally different occupations, these societies were often among the most important cultural activities of their towns. In 1860, in a nation with only 55 towns larger than 15,000, no less than 76 historical societies were flourishing and publishing records. Here men gathered to listen to historical papers — usually on local, antiquarian topics; but, more important, here were gathered, preserved, and published the factual materials for "future" historians.⁸ The organizations collected invaluable materials, established notable libraries of documents and manuscripts, and published at least 200 important volumes of source materials.⁹

It does not take long in the American democracy for prevailing ideas to find their way to Congress, and the Government soon reflected the keen antebellum interest in documentary history. During the 18th century Congress had repeatedly refused to have anything to do with historical or literary matters and had kept the publication of its own records at the minimum required under the Constitution. The year 1800 saw the establishment of the Library of Congress, which from the first was considered not so much a reference library for Congressmen as a depository for the materials of history; and 10 years later the first archives act was passed, providing for the systematic care of official national records.¹⁰ But the greatest contribution of the United States Government to history

⁶ Preface to *Collections Relating to New Hampshire*, 1:5; introduction to *Virginia Historical Register and Literary Companion*, 3:ii (Jan. 1850); introduction to Essex Institute, *Historical Collections*, 2:1 (Feb. 1860).

⁷ Introduction to *Historical Magazine*, 1:1 (Jan. 1857). See also Augustus Hunt Shearer, "American Historical Periodicals," in American Historical Association, *Annual Report*, 1916, p. 471-484.

⁸ See Leslie W. Dunlap, *American Historical Societies, 1790-1860*, p. 79-108 and *passim* (Madison, Wis., 1944); also Appleton P. C. Griffin, *Bibliography of American Historical Societies* (American Historical Association, *Annual Report*, 1905, vol. 2).

⁹ Griffin, *Bibliography*, lists 868 publications by American historical societies from 1790 to 1860. Many were pamphlets on procedural affairs. At least 224 of these volumes, however, contained over 200 pages, and almost all of these are reprints of source material.

¹⁰ Lucy Salamanca, *Fortress of Freedom; the Story of the Library of Congress*, p. 31-54, 151, and *passim* (Philadelphia, 1942); National Archives, *First Annual Report of the Archivist of the United States*, p. 2-10 (Washington, 1936).

was in the actual publication of historical documents. Despite the relatively large sales that could be relied upon, the people were anxious to have public financing of historical collections as well, and very ambitious projects were undertaken with substantial Federal aid. In an economy-minded era legislators were willing to make large grants for the publication of historical material, and apparently the expenditures met only with public applause. "An enlightened legislature will always regard these things as important," declared *Niles' Register*; and the *North American Review* believed "there is no expenditure of the public money more creditable to the country."¹¹

Exactly how much the Federal Government spent for such publication is difficult to say, for it was a matter of parceling out subsidies to editors and publishers, assigning Government employees to do research, and discreetly purchasing large editions for free distribution. In 63 pages John Spencer Bassett traced the meandering course of one typical project through bureaucratic approval. Bassett concluded that for this typical work, Peter Force's 9-volume *American Archives*, Congress appropriated \$228,710.¹² Congress supported at least 18 major projects to publish historical documents. These projects alone — and there were many lesser ones — produced 322 volumes, chiefly in the 1820's and 1830's, to mark the greatest period of historical publication in our history. At the rate of cost of the Force volumes the cost of these 322 volumes exceeded \$7,000,000 — almost half the cost of the Louisiana Purchase.¹³

¹¹ Editorial in *Niles' Weekly Register*, 12:263 (June 21, 1817); unsigned review in *North American Review*, 33:484 (Oct. 1831).

¹² Bassett, *Middle Group of Historians*, p. 239-302.

¹³ See *Checklist of United States Public Documents, 1789-1909 . . . Compiled Under the Direction of the Superintendent of Documents*, especially p. 875-878 and 1667-1679 (3d ed., Washington, 1911); and Benjamin Perley Poore, *Descriptive Catalogue of the Government Publications of the United States, September 5, 1774—March 4, 1881* (Washington, 1885).

The following chronological list includes the most important works that received Congressional subsidy:

Year	Number of vols.	Work
1815 . . .	8 . . .	<i>State Papers and Public Documents . . .</i>
1820 . . .	5 . . .	<i>Journal of the Senate . . . 1789-1815</i>
1821 . . .	4 . . .	<i>Secret Journals of Acts and Proceedings of Congress</i> ... [1775-89]
1825-37 . .	29 . . .	<i>Register of Debates in Congress . . .</i> (not strictly historical but illustrative of the interest in records)
1826 . . .	9 . . .	<i>Journal of the House . . . 1789-1815</i>
1827-30 . .	5 . . .	Jonathan Elliot, ed., <i>Debates . . . on the Adoption of the Federal Constitution . . .</i>
1829-30 . .	12 . . .	Jared Sparks, ed., <i>Diplomatic Correspondence of the American Revolution</i>

Most of all, the fondness of the era for documents and minutiae was shown in the way in which historians viewed their task, for these men were much more likely to consider themselves antiquarians than true historians. For every Prescott who recounted the glories of Spain, dozens of men made a quiet hobby of collecting materials and occasionally chronicling the history of their local township; for every Bancroft who wrote a dozen volumes of flowing narrative, a Sparks compiled 30 volumes of documents.¹⁴ The favorite single field for American historians — much preferred to a national subject — was local history, the chronicles of a town or State. The typical author of these books was a local clergyman, lawyer, or doctor who had made a lifelong hobby of collecting material about the region he loved and who in his retirement determined to write a history that would serve as a memorial to his beloved home. Often these local histories were based on most laborious research, but they were generally written by inexperienced writers whose hobby was collecting antiquarian facts rather than by men concerned with literary art in the manner that characterized the best romantic historians. So well known, indeed, was the typical antiquarian of the early 19th century that he was caricatured by Washington Irving in Diedrick Knickerbocker's *History of New York*, one of the most famous parodies of American literature. The slightly ridiculous Knickerbocker was a good-natured soul but too much in love with toil and pedantic detail ever to complete his work and too wedded

1832-61 . . .	38	<i>American State Papers . . .</i>
1833-73 . . .	109	<i>Congressional Globe</i> (not strictly historical)
1833-34 . . .	7	Francis P. Blair, ed., <i>Diplomatic Correspondence . . .</i> 1783 to 1789 . . .
1834-56 . . .	42	[Annals of Congress] <i>Debates and Proceedings in the</i> <i>Congress . . . 1789-1824</i>
1834-37 . . .	12	Jared Sparks, ed., <i>Writings of George Washington . . .</i>
1836-46 . . .	4	Peter Force, ed., <i>Tracts and Papers . . .</i>
1837-53 . . .	9	Peter Force, ed., <i>American Archives . . .</i>
1840	3	Henry D. Gilpin, ed., <i>Papers of James Madison . . .</i>
1850-56 . . .	10	Charles Francis Adams, ed., <i>Works of John Adams . . .</i>
1853-54 . . .	9	H. A. Washington, ed., <i>Writings of Thomas Jefferson . . .</i>
1857-64 . . .	7	John Charles Hamilton, ed., <i>History of the Republic</i> ... as Traced in the <i>Writings of Alexander</i> <i>Hamilton . . .</i>

¹⁴ In the *Dictionary of American Biography* are listed 142 historians who did most of their work between 1800 and 1860. These men produced 625 significant volumes, of which 178 were devoted to local or regional history, 133 consisted of collected documents, 72 treated a national subject, 136 were historical biography, and 107 treated a foreign topic. Of these men, 41 were solely collectors or editors of documents; and hardly a score would be considered, or would have considered themselves, literary artists. The hundreds of other Americans, not listed in the DAB, who made a hobby of the past were far more likely to be chroniclers and compilers with modest interests than these 142 more prominent men.

to the past to be quite aware of the realities of the present. He looked suspiciously like the cartoons of a modern professor. But the antiquarian, if he appeared odd to some, saw no need to apologize for his addiction. "We permit the entomologist to chase butterflies interminably," he said; "let us be permitted quietly to spell out inscriptions in old grave yards, to pore over musty books . . . to ransack the records of the days of other years, to be transported at the discovery of an ancient manuscript. . . ." ¹⁵

Today the public seldom whiles away its leisure hours reading the ancient minutes of town councils or the letters of a forgotten governor, yet in antebellum America, "to gain the attention of a public desirous only of entertainment" such documents were just the thing.¹⁶ "For several years," wrote a reviewer in the *Christian Examiner* "we have found pleasant material for filling in the gaps between intervals of sterner study in reading from week to week . . . the exact details gathered from the newly opened treasures of the English State Paper Office."¹⁷ Another writer believed that for general reading "The best history . . . in Virginia is to be found in 'Henning's Statutes at Large'."¹⁸ Article after article in the contemporary magazines echoed the opinion that reading primary materials was the "most delightful of intellectual recreations," and "cannot fail to afford high gratification."¹⁹ For pure entertainment "nothing can be more satisfactory than original documents," said one writer.²⁰ Such expressions appeared as "exciting," "interesting," "tantalizing," "one of the most disinterested pleasures," and "prolific of interest . . . for the casual reader."²¹ In acquiring the Jonathan Trumbull papers for publication one editor rejoiced in the thought that "we shall be able to give the public a rich repast," and reviewers thanked publishers of documents "for the pleasure . . . afforded us."²²

¹⁵ Abiel Holmes, "American Antiquarian Society," in *Portfolio*, 5:470 (May 1815).

¹⁶ Unsigned review in *North American Review*, 91:354 (Oct. 1860).

¹⁷ "History and Biography," in *Christian Examiner*, 70:314 (Mar. 1861).

¹⁸ Jonathan Peter Cushing, "Address Before the First Annual Meeting . . .," in Virginia Historical and Philosophical Society, *Collections*, 1:20 (1833).

¹⁹ Unsigned review in *North American Review*, 80:390 (Apr. 1855); Holmes, in *Portfolio*, 5:468 (May 1815).

²⁰ "Recent Historical Revelations," in *Eclectic Magazine*, 44:347 (July 1858).

²¹ C. P. Cooper, "Materials for History," in *Museum of Foreign Literature, Science and Art*, 22:229 (Feb. 1833); unsigned review in *North American Review*, 43:276 (July 1836); "Materials for American History," in *Christian Examiner*, 70:399 (May 1861); unsigned reviews in *North American Review*, 91:354 (Oct. 1860) and *Southern Literary Messenger*, 18:311 (May 1852).

²² Jeremy Belknap to Ebenezer Hazard, Feb. 19, 1791, in Massachusetts Historical Society, *Collections*, 5th series, 3:356 (1897); unsigned review in *DeBow's Review*, 3:293 (Apr. 1847).

People in antebellum America recognized the emphasis that their own age placed on original sources. As early as 1782 a magazine editor wrote, "We are happy to find that a spirit of collecting and publishing historical documents begins, at length to discover itself in the united states [*sic*]." ²³ In 1838 a writer said, "New England people . . . have always been a documentary people," ²⁴ and 20 years later another acclaimed the "tendency in our time, daily on the ascendant," to collect, publish, and pore over "all original correspondences and documents." ²⁵ As John Spencer Bassett observed, "The reviewers began to talk of a documentary history as the only real way in which history was to be written, having in mind that posterity, if not themselves, would while away its hours of ease poring over collections of laws, state papers, and political correspondence." ²⁶

Before 1860 almost everyone recognized that documentary history and narrative history were altogether different, a distinction that tended to be lost in the age of scientific history. The words "antiquarian" and "historian" implied distinct professions, and "Historical and Antiquarian Society" did not seem a redundant title. ²⁷ It was recognized that a factual chronicle "will not form of itself a history, but will furnish the future historian the materials from which he may work." ²⁸ A writer discussing the aims of the American Antiquarian Society said, "The study of antiquities is an auxiliary to history. . . . [The one] furnishes a few of the valuable materials, with which the other constructs her superb edifice." ²⁹

Even in a day when literary etiquette demanded self-effacement, writers about the past were often excessively modest about pretending to the dignity that the word "historian" implied. Writers variously confessed that they "were aspiring not to the dignified title of history"; that they "aspire here to no more than the humble office of a compiler"; or that they "could not claim to the position of an historian, for that niche in the temple of fame must be occupied by some more worthy person." ³⁰ Repeatedly the compilers spoke

²³ Editorial in *Universal Asylum and Columbian Magazine*, 7:111 (Feb. 1782).

²⁴ Unsigned review in *North American Review*, 46:476 (Apr. 1838).

²⁵ "Recent Historical Revelations," in *Eclectic Magazine*, 44:347 (July 1858); also William Leete Stone, *Life of Joseph Brant* . . . (New York, 1838), 1:xxvi-xxvii.

²⁶ Bassett, *Middle Group of Historians*, p. 88.

²⁷ At least nine organizations used both words in their name. Griffin, *Bibliography*.

²⁸ Cooper in *Museum of Foreign Literature*, 22:230 (Feb. 1833).

²⁹ Holmes, in *Portfolio*, 5:471 (May 1815); see also unsigned review in *North American Review*, 73:447 (Oct. 1851).

³⁰ James Thatcher, *Military Journal During the American Revolutionary War* . . . , p. v (Boston, 1823); Francis Lister Hawks, *The Monuments of Egypt* . . . , p. 13 (New York, 1850); John Hill Wheeler, *Historical Sketches of North Carolina from 1584 to*

of the "future historians" and "abler hands" who would add "the trappings of art" to their work, making it true history.³¹

But if their task was humble, the antiquarians were acclaimed as all the more worthy of gratitude; and reviewers extolled them for rendering such noble service. "We hardly know of a more important service that can be rendered to the cause of useful Knowledge," wrote one reviewer, "than the collecting and reprinting of scarce documents."³² Of Jared Sparks and his many collections of documents a critic declared, "No one in the wide circle of literature . . . has rendered greater benefits" to mankind; and another asserted, "The American press has produced no work of higher value."³³ And yet another reviewer noted that the compiler "labors for posterity, and, like David, gathers together the gold and silver, the brass and iron, the timber and stone, while another erects the Temple and calls it by his name."³⁴

The very consciousness that collections were one thing and history another caused historical works that combined and confused the two to be received coolly by the public. Compilations that made no pretense of telling a connected story, such as the works of Jared Sparks and Peter Force or the collections of historical societies, met nearly universal praise; and, of course, the fine narratives of men like George Bancroft and William H. Prescott made those men literary idols. But the works of, say, Abiel Holmes, Timothy Pitkin, and especially Richard Hildreth were criticized for being neither good narrative nor unadorned facts.³⁵ Holmes' *American Annals*, for example, was accepted as "a compilation of facts"; but as a history "in the full import" of that word, it was rejected as "meagre and miserably imperfect."³⁶ Pitkin's *Political and Civil History of the United States* was "but an imperfect outline of the picture," and

1851, 1:xix (Philadelphia, 1851); also Joel Munsell, *Typographical Miscellany*, p. iii (Albany, 1850); and Henry Onderdonk, Jr., *Documents and Letters Intended to Illustrate the Revolutionary Incidents of Queens County . . .*, p. 7 (New York, 1846).

³¹ Wheeler, *Historical Sketches of North Carolina*, 1:xvii; David Benedict, *A General History of the Baptist Denomination in America and Other Parts of the World*, 1:5 (Boston, 1813); also preface to *Collections Relating to New Hampshire*, 1:5; Abiel Holmes, *Annals of America . . .*, 1:iii (Cambridge, 1829); John Haywood, *Civil and Political History of the State of Tennessee . . .*, 1:iii (Knoxville, 1823).

³² Unsigned reviews in *North American Review*, 43:274 (July 1836) and 71:34 (July 1850).

³³ Unsigned review in *North American Review*, 47:318 (Oct. 1838).

³⁴ Unsigned review in *Southern Quarterly Review*, 3:43 (Jan. 1843).

³⁵ For a digest of contemporary reviews, see S. Austin Allibone, *Critical Dictionary of English Literature and English and American Authors . . .* (Philadelphia, 1899); also Michael Kraus, *Writing of American History* (Norman, Okla., 1953).

³⁶ Unsigned reviews in *North American Review*, 29:429 (Oct. 1829), and *Quarterly Review*, 2:319 (Nov. 1809).

such men as he were but "collectors of the raw materials out of which . . . history is made."³⁷ Hildreth's *History of the United States* was praised as "a fine chronicle, but not history," for the true historian must "not only chronicle the occurrences, but decipher their meaning."³⁸

But more important than the fact that people did like documents is the question why they did. What had documentary history then that it lacks, at least for the general public, today? There was excitement and drama hidden in the dusty documents of the early 19th century, which perhaps has been destroyed by the coming of professional historians. The basic facts of the past were not then so close as the nearest textbook, and history was not a matter of recalling childhood school lessons. Untarnished by endless professional commentaries and interpretations, the facts had a dynamic life in 1820 that later generations were to find in magazine articles about Freudian psychology or jet planes. Facts were fresh and exciting. They were hidden in old letters, newspapers, local parish records, and archives in colonial offices. These sources had the mysterious lure of hidden treasure, and the public itself could enjoy the pleasure of new discovery that today, in history, is reserved for the research scholar. The first nuggets were largest and easiest to find. Many men, no doubt, shared the experience of Benjamin L. C. Wailes, a Mississippi planter. Quite accidentally coming across lost facts in forgotten files, he developed a lifelong passion for history and founded the Mississippi Historical Society as a sort of treasure-hunters' club.³⁹ The very fact that material was obscure made it more exciting. It was "especially those minor points . . . which have escaped the notice of historians" that were sought in the documents.⁴⁰ A reviewer of the *Public Records of Connecticut* found them interesting "for the very reason that they relate chiefly to minute and insignificant events,"⁴¹ and a reviewer of the *American Archives* noted how Force's "collection of these small things . . . constitutes . . . the chief historic attraction."⁴² The fascination and joy of first discovery made men eager to find more.

³⁷ Unsigned reviews in *North American Review*, 30:2 (Jan. 1830), and 42:452 (Apr. 1836).

³⁸ Unsigned reviews in *Living Age*, 23:365 (Nov. 1849); *North American Review*, 73:412 (Oct. 1851); and *DeBow's Review*, 11:344 (Sept. 1851).

³⁹ Charles Sydnor, *Gentleman of the Old Natchez Region*; Benjamin L. C. Wailes, p. 236-239 (Durham, N. C., 1938).

⁴⁰ Frederick A. Porcher, "Address . . ." in South Carolina Historical Society, *Collections*, 1:10 (1857); also George Rainsford Fairbanks, *Early History of Florida . . .*, p. 24 (St. Augustine, 1857).

⁴¹ Unsigned review in *North American Review*, 71:36 (July 1850).

⁴² Unsigned review in *North American Review*, 46:486 (Apr. 1838).

There was often a certain intimacy in detail that momentous movements somehow lacked. The reader could identify himself with the story of an individual soldier, while the strategy of armies seemed cold and distant. Skillful authors knew that "it is this minuteness of detail which forms one of the principle charms in books of fiction,"⁴³ and they promised to provide "the smaller matters of individual experience," which more pretentious history "in its stately march could not step aside to notice."⁴⁴ "A great variety of details" would "give color and interest to the narrative."⁴⁵ Here was "the magic by which we make the dry bones live again."⁴⁶

Minutiae offered insight as well as interest; for often the obscure detail would capture the "spirit" of the past, portray atmosphere, and point up the significant in history, as no narrative could do. The history of a town was a microcosm of the history of the entire country; in the letters of Napoleon lay an understanding of the French nation; in the papers of a Revolutionary diplomat lay an understanding of mankind.⁴⁷ Sometimes, said historians, an unimportant document that seemingly "had no claim to being copied," would be just the one "to illustrate the manners and spirit of the times."⁴⁸ This "minuteness of detail is indispensable," they said, for often there was more truth in the "impression" conveyed by a well-chosen detail than in a long interpretative analysis.⁴⁹

Available historical data, at least on America, were not overwhelmingly abundant in antebellum America; and new material, no matter how obscure, was welcomed as adding to the picture rather than confusing it. New facts encouraged men to seek more facts rather than discouraged them with the thought that they could never comprehend it all. Detail seemed essential to thoroughness, to knowing for certain what was the authentic truth about the past; and

⁴³ Lambert Lilly [Francis Lister Hawks], *History of the Western States, Illustrated by Tales, Sketches and Anecdotes*, p. 4 (Boston, 1835).

⁴⁴ Henry Howe, *Historical Collections of Ohio . . .*, p. 3 (Cincinnati, 1848).

⁴⁵ John Lothrop Motley, *Rise of the Dutch Republic*, 1: viii (New York, 1856); Nathaniel Bradstreet Shurtleff, ed., *Records of the Colony of New Plymouth in England*, 1: viii (Boston, 1855); Washington Irving, *History of the Life and Voyages of Christopher Columbus*, 1: 20 (New York, 1828).

⁴⁶ William Leete Stone, *Life of Joseph Brant . . .*, 1: xxvi (New York, 1838). See also unsigned reviews in *North American Review*, 39: 467 (Oct. 1834), and *American Quarterly Review*, 15: 276 (June 1834).

⁴⁷ "Recent Historical Revelations," in *Eclectic Magazine*, 44: 374 (July 1858); and unsigned reviews in *North American Review*, 42: 453 (Apr. 1836), and 43: 276 (July 1836), and in *Christian Examiner*, 40: 248 (Mar. 1856). See also Ralph Waldo Emerson's essay on history.

⁴⁸ Hugh Williamson, *History of North Carolina*, 1: viii (Philadelphia, 1812); and John Marshall, *Life of George Washington . . .*, 1: xv (Philadelphia, 1804).

⁴⁹ James Thatcher, *History of the Town of Plymouth . . .*, p. iv (Boston, 1832); Joel Tyler Headley, *Washington and his Generals*, 1: ix (New York, 1848).

men were not afraid of the entire truth. Compiling the story of the past for the first time, historians were inclined to suppose that by including all facts they could tell the story for all time. "If one would study history thoroughly he must not despise small things, but condescend to the minutest details . . . the bottom facts."⁵⁰ One writer admitted that some of his material was "quite minute and trifling" but insisted that he would "omit nothing," and another believed that any facts at all, if authentic, were "too deeply interesting to be consigned to oblivion."⁵¹

A sense of service to society inspired some men to gather and publish historical documents. Believing history to be desirable, they thought that collecting the facts was a necessary task that had to come first, pleasant or not. The desire to serve one's community may not now be so deeply felt as in the 19th century; but to the romantic, as to the Victorian, it was real. Men truly believed, then, that "man subserves the purpose of moral existence when he does what is a real benefit to his Country"; and compilation seemed to be such a benefit.⁵² "I looked around in search of some object, in pursuit of which I could benefit my fellow-citizens," explained one compiler; "*Public Utility* has been the predominant object of my labour," said another; and a third implied that he was not really fond of his task at all but worked "for the pleasure of contributing his mite to the service of the community."⁵³

Documentary collections, then, would serve as "a store-house of new materials," "for the use of the future historian"; and there seemed no more utilitarian service than "to facilitate the future labors of the historian."⁵⁴ Collectors hoped that properly preserved documents would inspire latent scholars, that because of available materials there "may arise . . . literary characters who will one day do honour to the land that gave them their birth."⁵⁵ Americans

⁵⁰ Philip Slaughter, *History of Bristol Parish, Virginia* . . . , p. xiv (Richmond, 1846).

⁵¹ William Read Staples, *Annals of the Town of Providence* . . . , p. v (Providence, 1843); Thatcher, *Military Journal*, p. vi; also Jared Sparks, ed., *Works of Benjamin Franklin* . . . , 1: xii (Boston, 1844).

⁵² William Durken Williamson, *History of the State of Maine* . . . , 1: iv (Hallowell, 1839); Lorenzo Sabine, *American Loyalists* . . . , p. iv (Boston, 1847); Samuel Greene Arnold, *Life of Patrick Henry of Virginia*, p. 14 (Auburn and Buffalo, N. Y., 1854).

⁵³ Albert James Pickett, *History of Alabama* . . . , p. 10 (Sheffield, 1851); Humphrey Marshall, *History of Kentucky*, 1: iii (Frankfort, 1824); Benjamin Trumbull, *Complete History of Connecticut* . . . , 1: 5 (New Haven, 1818).

⁵⁴ Unsigned review in *North American Review*, 33: 449 (Oct. 1831); "Prospectus," in *American Pioneer*, 1: 3 (Jan. 1842); "Recent Historical Revelations," in *Eclectic Magazine*, 44: 347 (July 1858).

⁵⁵ Historical and Literary Committee of the American Philosophical Society, *Transactions*, 1: xvi (1819); also unsigned review in *North American Review*, 43: 276 (July 1836).

realized that great histories could not be written until the materials were gathered, and wisely and willingly they took the first step first.

Closely related to the desire to be of service was a sense of patriotism that stimulated an interest in antiquarianism. Collections would serve as a monument to the great men and deeds of past generations. The new nation, so painfully conscious of its cultural immaturity, feared "the discredit brought upon our national reputation" by the neglect of documents.⁵⁶ "Why this ransacking of old cupboards for dusty documents? . . . We . . . make but one reply. Because we love our country."⁵⁷ A collection of the papers and an account of the actions of the founders of the country would be the finest memorial to our ancestors, "a monument to those whose memory ought to live forever."⁵⁸ "If there were no other consideration to recommend it," said one writer, "we owe it to the generation of patriots who achieved our independence, to bring out from the archives in which they are perishing, the monuments of their talent, for their honor and our instruction."⁵⁹

Three attitudes combined to produce the interest of this period in pure facts, in documents, and in the minutiae of history. One stemmed from the 18th century, another came to fruition in the era of scientific history, and the third was essentially romantic. From the 18th century came the spirit of inquiry and catholic interest of men like Benjamin Franklin and Thomas Jefferson — a genuine curiosity to know what men had not known before. The plain facts of what had happened — say in medieval Spain, in aboriginal Peru, in mysterious China, and most especially here at home — these facts were simply unknown, and the mystery made knowing them seem all the more important. How hungrily we now read the first-translated documents of the Minoan civilization, how eagerly we would seize upon the first records of men from Mars! To early 19th-century readers each new compilation had the additional excitement that it revealed their own past.⁶⁰ The basic facts, as laid down for the first time in the chronicles of Jeremy Belknap or David Ramsay or in the collections of Peter Force and Jared

⁵⁶ Cooper in *Museum of Foreign Literature*, 22:229 (Feb. 1833).

⁵⁷ John Romeyn Brodhead, *Address Delivered Before the New York Historical Society, at Its Fortieth Anniversary*, p. 46 (New York, 1844).

⁵⁸ Unsigned review in *North American Review*, 71:34 (July 1850).

⁵⁹ Unsigned review in *North American Review*, 33:484 (Oct. 1831). See also *ibid.*, 46:486 (Apr. 1838), and 55:258 (July 1842); and *Christian Examiner*, 60:266 (Mar. 1856).

⁶⁰ See Julian P. Boyd, "State and Local Historical Societies," in *American Historical Review*, 40:12 (Oct. 1934).

Sparks, were new facts and were seized on by a public hungry for what was, indeed, an "original contribution to knowledge."

Opposed in spirit to this broad 18th-century catholic curiosity was an ever-growing demand for scientific history, with its emphasis on specific, proven detail. Especially toward the end of the period, as narrative history became more and more grandiloquent and interpretative, men grew impatient of generalities, skeptical of the overblown; and they began to lower their sights from the grand and all-inclusive and to concentrate on the real and factual. Historians began "going to the records" again to check the facts. Tired of contradictory interpretations, they would check from the original, concrete sources. "The very highest value," of records, they began to say, is "in settling, or verifying, or rectifying, or reversing judgments upon marked men or marked events."⁶¹ Romantics, like scientific historians, were coming to think of minutiae as "parts of the puzzle," small contributions to a vast jigsaw puzzle that would eventually reveal Truth.

But there was also something essentially romantic in the love of detail, which, combined with earlier and later attitudes, directed special attention to documents and minutiae. Perhaps this romantic attitude was best expressed by William Blake:

To see the world in a grain of sand,
And heaven in a wild flower;
Hold infinity in the palm of your hand,
And eternity in an hour.⁶²

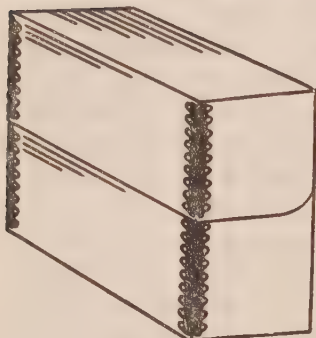
The sublimest truth lies in the smallest fact, the grandest philosophy lies in the particular, and to understand fully the minute is to understand all. With the romantic love of the grand went a love of the specific, for real truth lay just as surely and just as discernably there. In the early 19th century the entomologists chased butterflies, the historians and philosophers and literary artists wrote history, and the antiquarians collected facts — and there were more antiquarians than entomologists or historians.

⁶¹ "History and Biography," in *Christian Examiner*, 70:315 (Mar. 1861); and unsigned review in *American Quarterly Observer*, 3:121 (July 1834).

⁶² "Auguries of Innocence," 1803. Toward the end of the era of literary romanticism, in 1869, Tennyson wrote:

Flower in the crannied wall,
I pluck you out of the crannies,
I hold you here, root and all, in my hand,
Little flower — but if I could understand
What you are, root and all, and all in all,
I should know what God and man is.

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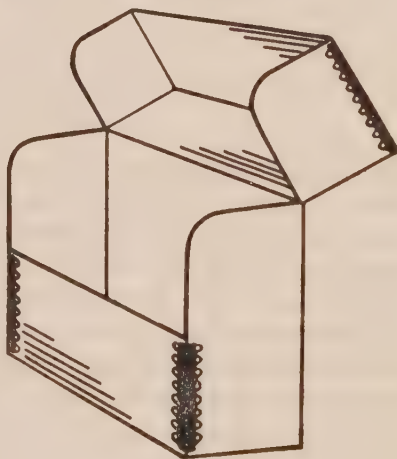
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Trends of Organization in State Archives

By MARY GIVENS BRYAN ¹

Georgia State Archives

AT the annual meeting of the Society of American Archivists in September 1954, I was appointed chairman of the State Records Committee; and I was reappointed in 1955 and 1956. During the 3 years of my service on this important committee we have presented the following reports:

1. *1955 Comparative Study of State and U. S. Territorial Laws Governing Archives*, by Mary Givens Bryan, State Archivist, Georgia. This study was revised for the years 1956 and 1957.
2. *1956 Report on Records Disposal Policies in the States and Territories of the United States*, by Robert M. Brown, State Archivist, Minnesota. In 1957 a supplement to this report was issued.
3. *1956 Survey on Microphotography in the States and Territories of the United States*, by Lola M. Homsher, Director, Wyoming State Archives and Historical Department. A 1957 revision of this report has been prepared for the current year by the new chairman of the Committee on Microphotography, Dorothy K. Taylor, Microfilm Administrator, Wyoming; the new survey does not appear with the State Records Committee reports.
4. *1956 Report on Salaries in the States and Territories of the United States*, by Gust Skordas, Assistant State Archivist, Maryland.
5. *Replevin of Public Records, 1957 Preliminary Report*, by Philip P. Mason, Archivist, Michigan.

The above listed reports appear in four processed handbooks, the first three of which were distributed to archivists and record managers in the States and Territories as well as to interested university libraries and legislative council committees. The stock of the 1955 and 1956 studies is exhausted. The *1957 State Records Committee Reports* is being distributed to members of the Society of American Archivists at the present meeting. Two hundred mimeographed and bound copies of the *Reports* will be distributed by the chairman of the State Records Committee as long as they are available.

¹ A report by Mrs. Bryan, Archivist of Georgia, for the Society's State Records Committee.

Users of the handbook must bear in mind that the reports have been prepared by busy archivists as a labor of love, crowded into already full schedules; they therefore lack much to make them finished products. The reports on archival laws and disposal policies are arranged by State or Territory; the committee regrets that it could not spare time for indexing. The committees on State records, record management, and microphotography has so far been able to assemble data on archival and record programs only by correspondence. It will continue to be impossible for the Society and these committees to make an adequate, unbiased, and significant study appraising State archives and record administration programs (including microfilming projects) until funds are available to send some competent State archivist on sabbatical leave to make personal surveys in the States. Such surveys would give us a true picture of our shortcomings and our strengths. The committee presents the 1957 handbook as suggestive, not as definitive. The handbook does, however, give us data about programs in our States and Territories, to which we have long needed access, and it fills a need even though the material is in some cases inadequate.

Barrow laminators for the restoration of documents and books were being used in 1957 in the following *nine* States: Delaware, Georgia, Illinois, Maryland, Minnesota, North Carolina, South Carolina, Tennessee, and Virginia. A Barrow laminator was also installed in 1957 by the Institute of Puerto Rican Culture, which holds the General Archives at San Juan.

A true archival program should include the care, preservation (by microfilming or other photographic methods), and servicing of archival records of the State, counties, and municipalities. The archival agency of a State should be administered by a competent, professionally trained State archivist, who should have overall supervision of both the archival and the record management programs. It is highly important that the archives from the beginning be of service to all State government agencies, to the counties and municipalities, and to the citizens in general. The ideal arrangement for any State is to have a separate building designed especially for the preservation and use of archives and *occupied by the archives alone*.

Two States, South Carolina and Georgia, have passed legislation during 1957 to erect archives buildings to replace their present inadequate quarters. Texas has passed legislation to erect a combined library and archives building. Some of our more progressive States now have two separate buildings devoted to archival pur-

poses: one serving as an administrative office and a place for documents of high value that are frequently consulted; and another — a fireproof warehouse of less expensive construction, either built for the purpose or converted, with less expensive shelving and boxing — serving as a storage space for documents of less importance and less often consulted. The States that now have in operation such separate buildings for intermediate storage, called State record centers, are California, Georgia, Illinois, Michigan, and North Carolina. Other States provide space for record centers in State office buildings. In the few States that have good and well integrated record management programs with their archival program, the record center serves as a place in which records are studied, screened, and scheduled for retention or disposal — all under the supervision of the archivist. Many records of legal and administrative value are microfilmed in the record center before disposal. Up to the present time the policy of our best archival agencies has been not to destroy vital records of high historical value even after they have been filmed. The filming of such records is usually done to save the originals from wear and tear. The archivist, in view of his experience with the old records of historical value, knows more than anyone else about what records of today will be the historical records of tomorrow. In every State the archivist should be a member of the State record committee or commission, and of any destruction committee. The archivist should also have authority over microfilming projects on the State and local levels.

To be most effective, archival and record management programs must be integrated, not separated. The best programs are those where the two are integrated and where the archival authority is organized as an independent agency or commission or is directly responsible to the secretary of state or some other high administrator.

Seven States have independent history, archives, or record commissions: Arkansas, Delaware, Maryland, Michigan, Minnesota, Pennsylvania, and Vermont.

Seven States have separate Departments of Archives and History or Archives Departments: Alabama, Iowa, Mississippi, North Carolina, South Carolina, West Virginia, and Wyoming.

In nine States the Archives operates under the State Library or Library and Archives: Arizona, Connecticut, Florida, Indiana, Oklahoma, Oregon, Tennessee, Texas, and Virginia.

Five States have put their Archives under the administration of the secretary of state: California, Georgia, Illinois, Massachusetts,

and Rhode Island. It is hoped that in 1958 Louisiana will enter this camp. The Archives of Louisiana has been operating under the State university; during 1955 and 1956, however, a Louisiana archives study was conducted under the secretary of state, and the secretary is now waiting for the 1958 session of the legislature to appropriate \$75,000 to begin the operation of an Archives and Record Service for Louisiana.

Ten States have their archival programs integrated with their State historical societies: Colorado, Idaho, Kansas, Kentucky, Nebraska, Nevada, North Dakota, Ohio, South Dakota, and Utah. Of these ten States, surveys by our Society's State Records Committee and Records Management Committee indicate that none (with the exception of Colorado) has anything resembling a comprehensive, broad, archival and record management program. Colorado has specific legislation setting up the Archives and Public Records Division. Utah has just this year (1957) adopted legislation establishing a Division of State Archives within the larger framework of the Utah State Historical Society. Utah has established also a Military Records Section under the Archives Division and has appropriated funds for its operation. It is evident from all surveys that the Archives operating under State historical societies tend to be buried unless a separate division is established, as in Colorado and Utah, with its own appropriation for archives and record work.

Two States — New Jersey and New York — operate their State Library and Archives under the Department of Education. New York has separate organizations, within the Department of Education, for State and local records.

During the 1957 session of the Wisconsin legislature the Committee on Public Records, with its staff and equipment, was transferred from the State Historical Society to the Executive Department, Bureau of Purchases. Wisconsin's archival administration is now being reorganized. Minnesota in 1955 provided for the transfer of certain powers from the Minnesota Historical Society to the Minnesota State Archives Commission, an independent agency. This made the Archives Commission responsible for all public records in the State, the historical society retaining its responsibility for papers and documents other than official public records.

Unique is the archives of Washington State at Olympia, which, like the National Archives, functions under a Department of General Administration.

Five of our States have not yet provided for a Department of Archives or an Archives Division, although most have passed laws relating to records and their microfilming: Maine, Missouri, Montana, New Hampshire, and New Mexico. Official records in these States are for the most part still in the departments of origin. In New Hampshire the State librarian and the secretary of state share the responsibility for archives; and \$4,000 appropriated in 1955 for an archives study is being used to employ Leahy and Co., Management Consultants, to make a preliminary survey of the archival situation in the State.

The chart that follows is self-explanatory, and speaks volumes without further elaboration. It shows the name of State or Territory, the number of archival or record management employees, the budget, and the organizational setup. Only 15 States employ as many as 10 persons for archival and record work. One can readily gather from the tables of employees, budgets, and administrative setups which programs are thriving. It takes a sizable staff and budget to do thorough work. The great need lies in establishing separate budgets for archives and record management programs. Until more States can account for how much of their funds are being spent for archives and how much for record programs, the field of archives will continue to be handicapped.

It is not possible for the Society of American Archivists or its committees, or any other professional association, to say where within the framework of a State government the archival agency should be located. Our States are all different, and political situations vary. We suggest that any user of the 1957 handbook who is considering the establishment of a true archival agency with a record management division should study specifically those States that at present have successful organizations similar to the one planned for his own State. The chart, arranged alphabetically by States and Territories will answer many questions.

In closing, as chairman of the State Records Committee, I should like to note that it would have been impossible to bring out the committee's four handbooks without the valuable assistance of my faithful secretary, Mrs. Virginia W. Atwell. She alone has cut all the stencils and assembled all the reports during the three years of my chairmanship. I am deeply indebted to her. I am indebted as well, to members of my committee: Robert M. Brown, Minnesota; Lola M. Homsher, Wyoming; Philip P. Mason, Michigan; and Gust Skordas, Maryland; and to the chairmen of the Records Management and Microphotography committees: Rex Beach,

Maryland; and Dorothy K. Taylor, Wyoming. I could continue by naming State archivists, National Archives friends, and other members of the Society of American Archivists who have given me valuable counsel and have inspired me to try to make some small contribution to the archival profession during my chairmanship. Without naming them, I say thank you most sincerely for your faith in me and remind you "that the healing of the world is in her nameless saints!"

ARCHIVAL CHART, 1957

STATE	NO. OF EMPLOYEES	BUDGET (annual unless otherwise stated; figures are approximate in some cases)	ORGANIZATIONAL SETUP
ALABAMA	12	\$ 75,000	Department of Archives and History
ARIZONA	2 +	\$ 65,030 (+ \$27,201 for microfilming back- log)	Department of Library and Archives
ARKANSAS	4	\$ 18,600 (\$36,200 for microfilming)	Arkansas History Commission Department of Archives and His- tory
CALIFORNIA	10	\$ 58,297	Secretary of state Archives and Central Depository
COLORADO	10 + 4	\$ 43,080.71 (+ \$12,000 reimbursable revolving microfilming fund)	State Historical Society of Colorado Division of State Archives and Public Records
CONNECTICUT	Not reported	Not reported	Connecticut State Library
DELAWARE	14	\$ 65,475	Public Archives Commission
FLORIDA	1	Budget for Archives not segregated from State Library funds	Florida State Library
GEORGIA	14 +	\$105,000	Secretary of state Department of Archives and His- tory
IDAHO	4 (these have historical duties also)	Biennial, \$ 45,000 (total for Society)	Idaho Historical Society

ARCHIVAL CHART, 1957 (Con't.)

STATE	NO. OF EMPLOYEES	BUDGET (annual unless otherwise stated; figures are approximate in some cases)	ORGANIZATIONAL SETUP
ILLINOIS	20	Biennial \$88,016 (1957-58) for personal services; \$32,850 (1957-58) for equipment, travel, commodities, etc. Total for 1 year, \$120,866	Secretary of state State Archives Division
INDIANA	9 +	Archives budget integrated with State Library — \$16,750 for microfilming and photography in addition to regular library budget	Indiana State Library
IOWA	Not reported — total of 21 employees engaged in historical and archival work	\$ 70,460	State Department of History and Archives
KANSAS	3 +	\$ 13,633	Kansas State Historical Society
KENTUCKY	2 part time	\$25,500 + \$13,262.29 revolving fund	Kentucky Historical Society
LOUISIANA	4 (at Louisiana State University)	Not segregated \$75,000 currently requested by secretary of state to initiate program	Louisiana State University and secretary of state
MAINE	None	None	None

MARYLAND	18	\$65,645 (archival and historical) \$34,620 (record management)	Hall of Records Commission
MASSACHUSETTS	11	\$ 48,020	Secretary of state Archives Division
MICHIGAN	5	\$28,000 + \$47,000 (State Record Center)	Michigan Historical Commission
MINNESOTA	5	\$ 27,291	Minnesota State Archives Commission
MISSISSIPPI	8	Biennial, \$87,820; or \$43,910 annually	Department of Archives and History
MISSOURI	Not reported	No breakdown of budget for archives and record work. Missouri has no true archival agency	State Historical Society of Missouri
MONTANA	None	No specific appropriation for archives or record work	Historical Society of Montana (not an archives)
NEBRASKA	3	Biennial appropriation to Historical Society \$256,489.31; or approximately \$148,244.65 annually. Funds for archives and record work cannot be segregated.	Nebraska State Historical Society
NEVADA	3	No specific appropriation for archives and record work	Nevada State Historical Society
NEW HAMPSHIRE	None	\$4,000 appropriated in 1955 for study being made by Leahy and Co.	No archival agency Secretary of state and State librarian share dual responsibility for archives.

ARCHIVAL CHART, 1957 (Con't.)

STATE	NO. OF EMPLOYEES	BUDGET (annual unless otherwise stated; figures are approximate in some cases)	ORGANIZATIONAL SETUP
NEW JERSEY	7	\$40,594.85, for archives and micro-filming	Department of Education State Library
NEW MEXICO	None	None	Bureau of Archives and History
NEW YORK	8 (State records)	Not segregated from total budget to State Library, which has annual budget of over one million dollars	No archival agency; departmental archives Department of Education New York State Library Mss. & History Section (State records)
NORTH CAROLINA	4 (local records)	\$ 27,706	Division of Archives and History (local records)
NORTH DAKOTA	18	\$90,000 for archives and record management	Department of Archives and History
OHIO	1	Archives not segregated from total biennial appropriation to State Historical Society, which is \$83,100 — \$41,550 annually	State Historical Society of North Dakota
	None	Archives supported by library and museum funds	The Ohio Historical Society Ohio State Museum The Library

OKLAHOMA	6	State Library annual budget, \$172,-965. A fair portion is allocated to the Archives and Microfilm Divisions of the Library though <i>not</i> segregated from total budget.	Oklahoma State Library
OREGON	11	Biennial, \$63,839 + \$4,000.33 for pay raises (+ reimbursable microfilming fund)	Oregon State Library Oregon State Archives
PENNSYLVANIA	6.	Budget breakdown impossible because of reorganization	Pennsylvania Historical and Museum Commission
RHODE ISLAND	1	\$5,500 for Archives Division	Secretary of state State Library Archives Division
SOUTH CAROLINA	9½	\$ 75,485.99	South Carolina Archives Department
SOUTH DAKOTA	2	\$25,340, of which \$8,600 is for micro-filming	South Dakota Historical Society
TENNESSEE	10	\$54,600 + for Archives Division	Tennessee State Library and Archives Archives Division
TEXAS	5	\$19,160 for Archives Division ; \$18,600 for record administration	Texas State Library Archives Division
UTAH	4	\$25,000 for Archives Division \$18,800 for Military Section of Archives Division	Utah State Historical Society Division of State Archives
VERMONT	3 +	\$9,700 for microfilming \$ 18,350	Public Records Commission
VIRGINIA	20	\$80,000 for Archives Division \$38,000 for record management	Virginia State Library Archives Division

ARCHIVAL CHART, 1957 (Con't.)

STATE	NO. OF EMPLOYEES	BUDGET (annual unless otherwise stated; figures are approximate in some cases)	ORGANIZATIONAL SETUP
WASHINGTON	4	\$25,502 or \$51,014 for biennium; roughly \$20,000 of the \$51,014 is earmarked for filming	Department of General Administration Division of Archives and Records Management
WEST VIRGINIA	None	\$30,910, of which not more than \$3,500 is spent for archival purposes	Department of Archives and History
WISCONSIN	5	Has been approximately \$25,000 annually	Executive Department Bureau of Purchases (public record service is in state of reorganization)
WYOMING	2	\$38,850 for Archives and Historical Department, State Museum (annual) or \$77,000 for biennium	Wyoming State Archives and Historical Department
	10 (microfilm department)	\$72,175 (annual) or \$144,350 (biennial) for Centralized Microfilm Department, plus \$40,000 for travel unit for county filming	Wyoming Centralized Microfilm Department
TERRITORY			
TERR. OF ALASKA	5 +	\$25,930 (annual) or \$51,860 (biennial)	Alaska Historical Library and Museum
TERR. OF HAWAII	13	\$42,000 of \$50,000 total budget for record work — 84% of budget.	Board of Commissioners of Public Archives
PUERTO RICO	5	\$40,000 for Archives, \$10,000 for record management	Institute of Puerto Rican Culture General Archives

Archives of Newfoundland

By HARVEY MITCHELL¹

Memorial University of Newfoundland

ANYONE who has been entertained by Shaw's *Caesar and Cleopatra* will recall the scene in Act 2 when, onto a stage seething with excitement, there enters Theodotus, librarian and tutor to the young Ptolemy. He has come to beg Caesar to save the library of Alexandria, the first of the seven wonders of the world, threatened by the fire that is spreading from the burning ships in the harbor. Caesar challenges the presumption of this bibliophile, who a moment ago has shown little concern for human life. The dictator's response is that of the weary conqueror of worlds, the man who has seen much and who now, even while preparing for battle, pauses to give us his views of the past — thanks to the conventions of the drama. In this exchange between the sedentary man and the man of action we are treated to characteristic Shavian provocativeness. Shaw tells us that books that do not flatter mankind are burned by the common executioner; that the memory of mankind is shameful and it is better that it should burn; and that it is foolish to plead for a few sheepskins scrawled with errors, for the future is built on the ruins of the past. For Shaw the past is primarily the record of man's mistakes, and man's recognition of this is the first step towards his emancipation and a sense of his potential dignity. Shaw's is the voice of the reformer and the iconoclast, each of these roles being, for him, opposite sides of the same coin.

While the archivist would surely question Shaw's utter contempt for the past, he must have something of the reformer in his makeup if he is to be true to his vocation. The object of his reforms, however, is only indirectly human society. The archivist's reason for being is to preserve the records of the state's activities, records that perpetuate the memory of mankind, replete with its follies, foibles, and fallacies; for man's mistakes are inevitably recorded alongside his achievements. Shaw was really aiming his barbs at the false images of the past. But rather than dismiss them, he would have been wiser to recognize that a proper evaluation of the past is not possible without seriously considering their origins and their

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tenacious hold over men. The uses of the past lie outside the archivist's immediate province; his first aim is to see that the records of the past are not destroyed, and his hope is that historians, using them as touchstones, will be able to ascertain the truth, to test their hypotheses, to check the validity of their abstractions against the facts of history. And the power of past truth depends on its usefulness to men in organizing their experience so that they can understand the present and think effectively for the future.

That is why the initiation of an archival institution in Newfoundland is so important, for at last it will be possible to test some of our favorite theories. A refrain commonly heard on the lips of Newfoundlanders when the subject of their long history is mentioned is that Newfoundland has always been ignominiously sacrificed to the imperial and foreign policy of Great Britain. Every literate Newfoundlander has a nodding acquaintance with the parliamentary statutes that gave the west-country merchants a stranglehold over our fisheries, the reluctance of the Imperial Government to sanction colonization, the struggle for responsible government, our unwilling submission to Canada's objections to our desire for independent trade agreements with the United States, and, not least, Britain's refusal or inability until 1904 to remove the thorn in Newfoundland's side—the contentious French shore question. On all these matters the Newfoundlander has but one observation to make: the British Government pursued a selfish and mistaken policy. The issues lie in the past, but they illustrate how important are the documents of the past in providing students with the materials for a frank and long look at Newfoundland's history. Thanks to the scrupulous care of Britain's administrators, confident in the course they steered, students have long had at their disposal in London many of the raw materials of Newfoundland's history. Now for the first time Newfoundland is on the way to providing for her own records, which, despite the exigencies and alleged errors of the past and the countless fires that have swept St. John's and smaller settlements, have for the most part come down to us in their original form.

In the eyes of the home authorities Newfoundland was only a fishing station, the preserve of the fishing merchants of England, whose aims were in conformity with the mercantilist doctrines of the 17th and 18th centuries. The island was, during those centuries, always subject to special regulations, and the state of the fisheries attracted the careful and continuous attention of the government. All our existing early records deal with the returns of the fisheries

and the enforcement of statutes designed to promote the interests of the fisheries. These are to be found in various series of documents in the Public Record Office. It was not until 1749 that the relative stability of our settlement permitted the keeping of records in Newfoundland. Even then, the governors, all naval men, remained only during a short summer season; and the records we possess usually begin in May and end in October. Records for those months, however, were kept; and they tell us mainly of litigations, prohibitions, orders and instructions, and relations between the governors and the military establishments at Placentia, St. John's, and elsewhere. From that time onward, and as the home government gradually began to revise its attitude towards the colony — permitting permanent settlement in the 1820's, representative government in 1832, and responsible government in 1855, — the records of the colony grew; and, as in the experience of governments everywhere, they began to constitute a problem.

It was the recognition of this problem, but even more the conviction that Newfoundland's records deserved to be rescued from oblivion, that prompted the Memorial University of Newfoundland to devise means for their preservation. To its assistance, in 1955, came the Carnegie Corporation, whose generosity has made the project possible. At the outset the chief objective was to acquire materials for historical research; a modern archival program was not contemplated at that early stage, though always in the background was the hope of creating a collection of manuscripts that would ultimately form the basis of a permanent Archives for Newfoundland. The immediate problems were to find space and to locate documentary material. While the solution of the first problem had to wait upon more favorable circumstances, it was thought that there was no reason to delay a survey of existing manuscripts in Great Britain, Canada, and the United States. Accordingly two members of the faculty visited a number of depositories in England, and one member, while making a detour to Toronto, concentrated his efforts on tracking down materials in various American institutions. The travels of these men brought to light the places where Newfoundland materials were to be found and demonstrated dramatically that the Public Record Office and the manuscript room of the British Museum house a vast amount of material.

The Government of Newfoundland itself had carried out some earlier explorations. Although it has not been possible thus far to verify the exact dates, the Government some time in the twenties commissioned Leonora de Alberti to make transcripts of a number

of the volumes in the Public Record Office, with the result that the Archives has copies of a large part of the most important series of documents housed in Chancery Lane. Miss de Alberti's fine calligraphy is represented in the transcription of 85 volumes of the Colonial Office's correspondence relating to Newfoundland — the C. O. 194 series. She also copied appropriate selections from 14 Entry Books of Instructions, Commissions, Petitions, Correspondence, and so forth — the C. O. 195 series — and parts of the C. O. 43 series, another collection of Entry Books; of the C. O. 5 series, covering America and the West Indies; of the C. O. 342 series, which is described as "Plantations General"; and of volume 17 in the C. O. 199 series, which is an account of the Fishery during 1772-73. Miss de Alberti's enormous labors thus produced one of the finest legacies acquired by the Archives — full copies of 86 volumes and voluminous extracts from an additional 479 volumes. The transcripts cover a long span of Newfoundland's history, from the late 17th century to 1850. Miss de Alberti was apparently vexed with the officials of the Public Record Office, who, as she indicates in several places, censored the post-1830 transcripts and were not careful to return them in the order in which they were received. It might be of interest to note that the Government of Newfoundland based much of its case in the Labrador Boundary dispute on an examination of these transcripts — another illustration of the importance of archives to government.

Microfilm now makes the acquisition of the most important Colonial Office records far simpler, and of course copies thus obtained are free from error. Fortunately the Public Archives of Canada, having planned to procure these, in conformity with its policy of obtaining copies of manuscripts relating to the history of Canada, was able to assist us, so that we now have the complete C. O. 194 series. The Admirals' despatches for the years 1766-1824 have also been acquired in this way, as well as a microfilm of volume 9283 of the Margry Collection from the Bibliothèque Nationale. The accumulation of microfilm copies of documentary materials will necessarily extend over a long period. The number of other depositories in which Newfoundland materials are to be found may be appreciated if I name a few microfilm purchases from such depositories: the American consular despatches from the National Archives; extracts from the Shelburne papers in the William L. Clements Library; selections from the Sir Joseph Banks papers in the Sutro Library in San Francisco; miscellaneous Newfoundland items from the Massachusetts State Archives; the letter books of

Governor Duckworth from the Yale University Library; general Newfoundland documents from the New-York Historical Society; the letter books of Governor Edwards from the Toronto Public Library; the Cochrane papers from the National Library of Scotland; excerpts from the Rockingham papers in the Sheffield City Library; a volume of the Blathwayt papers from the Institute of Early American History; and the Calvert papers from the Maryland Historical Society.

Microfilm will continue to play a large and important role in Newfoundland's acquisition of documents pertaining to its history. As an illustration of the places that must still be explored and raided, mention of the Archives Nationales, the Archives des Affaires Étrangères, and the Bibliothèque Nationale, as well as the two main British depositories and a number of smaller ones, is enough to indicate the great amount of work that still must be done; and for the acquisition of microfilm copies our Archives feels a deep sense of obligation to the Public Archives of Canada, which is showing a notable spirit of cooperation. Fortunately, too, the availability of inventories of varying detail, issued not only by the depositories themselves but also by such organizations as the Carnegie Institution of Washington and the British Records Association, to name but two, has immensely facilitated searches. Before long, it is hoped, the program initiated by a Committee of the Cultural Experts of the Council of Europe will put into the hands of archivists the catalogs and inventories of the chief European archives.

We come now to a consideration of the public records available in Newfoundland. Almost half a century ago, D. W. Prowse, whose rusty *History of Newfoundland* is still read and unfortunately still quoted by people who should know better, contributed a chapter on the condition of Newfoundland's records to Parker's *Guide to the Materials for U. S. History in Canadian Archives*. The great fire of 1892, which devastated St. John's, proved to be the funeral-pyre of a mass of government records. Those of the Departments of Finance and Customs, Agriculture and Mines, and Marine and Fisheries were, according to Judge Prowse, completely destroyed. A few records of the period around 1840 were all that remained in the Post Office Department. Happily the records of the Supreme Court, the Office of the Colonial Secretary, and the Office of the Governor survived the conflagration. The great bulk of the Archives' collections is derived from the two last-named agencies. Both Government House and the Department of Provincial Affairs, the successor to the Colonial Secretary's Office, enthusiastically wel-

comed the project of removing from their care all documents dated before 1903, the year chosen by the authorities in charge and the Archives because of lack of space and assistance to accommodate and sort the great accumulation of the last 55 years.

The earliest records, dating from 1749, are letter books, which contain not only all the admiral-governor's correspondence but all his administrative acts, commissions, licenses, reports on judicial, military, naval, and civil acts, and financial records. This heterogeneous mass of information perfectly reflects the policy of the mother country, especially evident during Governor Palliser's vigorous enforcement of imperial legislation with regard to the holding of property and the discouragement of a permanent population. Interesting also are numerous entries dealing with the unchecked and seemingly inexorable movement to the New England colonies of fishermen lured by the promises of greater material comfort, to the great detriment of the nurture of seamen in England's greatest nursery. Indeed one may find in the letter books references to a great number of subjects: the work of the Moravians in Labrador, the result of subscriptions among the merchants towards the erection of an improved place of worship in St. John's, the returns of the fishery, the building of fortifications, excessive drunkenness, numerous disputes arising out of the use or misuse of shore space, and the constant complaints of fishermen whose wages had not been paid.

We are fortunate in having among our collections typewritten transcripts of the earliest of the letter books, from 1749 to 1825, with gaps, however, for the periods 1752-79 and 1785-88. The person responsible for these transcripts is to be praised also for segregating the governors' correspondence with the secretary of state, beginning with the year 1800 and continuing to 1826. Obviously there was once someone in the civil service who was concerned with the state of the records and who, mindful of past experience, at least ensured that copies of Newfoundland's oldest records would be preserved. Indeed there is evidence that, notwithstanding the alleged brutality of life in the 18th century, the governors had also paid attention to the maintenance and safekeeping of records. It was customary for the governors, in appointing justices of the peace, to entrust them, as keepers of the rolls of the peace, with the records of the courts' business. Governor Milbanke in 1789 requested the advice of the judge of the vice admiralty court in dealing with Mr. Haye, the register of the court, who had neglected to keep "any proceedings of the said Court." One of the

fullest references to the care of records occurs in a letter from Governor Duckworth to Thomas Coote, Chief Magistrate, dated October 24, 1811:

I have placed in your hands the Records of the Government and do charge you to adhere in the most scrupulous manner to the following directions.

They are not to be looked at by any Person except by yourself on any account whatever; nor are you to give Extracts from any part of them to any persons.

You are entrusted with the charge of them, and on your delivering them up to the Governor on his return, you will be required to assure him that no one has had access to them but yourself.

You are to lodge the case in which they are contained in the Court House, and as the Government House, in its present state is a very unsafe and improper situation for them you will remove them immediately.

The Case containing the Plan of the Town of St. John's has also been delivered into your charge, and you are required to place it also in safety in the Court House, and on no account suffer it to be opened.

Until 1825, when imperial legislation set up an appointed council to assist the governor, the letter books record much the same business except that, beginning in 1791 with the formation of the supreme court, judicial cases are no longer entered. But it was not until 1828 that the governors' correspondence was separated from this hitherto undifferentiated group of records, and what remained became the preserve of the Colonial Secretary's Office. The year 1825 is also important as the year in which the original correspondence of both the Governor's Office and the Colonial Secretary's Office began to be preserved; original letters before that date presumably were destroyed in the numerous fires that periodically swept the capital or were bundled up and stored in the sea chests of the governors every autumn on their return to England. The governors' correspondence consists, in the main, of despatches received from the Secretary of State for the Colonies, extending in a relatively unbroken series from 1825 to 1902. Copies of despatches to Whitehall have not fared so well, but surviving letter books and the originals in the Colonial Office series 194 fill the gaps. There are in addition the governors' miscellaneous papers and despatches, which begin in 1850. The original correspondence of the Colonial Secretary's Office, preserved by the successor Department of Provincial Affairs, is made up of letters, petitions, and reports, extending with few interruptions from 1825 to 1902. These, then, are the main classes of records now in the Archives' collections.

The Archives has, of course, the Blue Books of the colony, the

proclamations, and other records of the same nature. Remnants of other groups of records have also been acquired. Four letter books of the Royal Engineers, two from the 18th and two from the early 19th century, have been miraculously preserved. One letter book recording the colonial secretary's correspondence with the speaker and other officials of the legislature covers four years, 1837-41. There is a quarantine letter book, 1835-36, containing instructions to the various officials in charge of supervising the quarantine. And there are other isolated volumes, which cannot be easily placed in a neat classification scheme.

As suggested above, the other government departments will be approached for the purpose of transferring their records, and schedules for record destruction or transfer and preservation will have to be devised. Of course the rate of intake will be governed by the amount of space available in the Archives. At the outset the Archives had at its disposal 900 square feet, which will be doubled this autumn.² There will, it is hoped, be other demands on our space. A search for local records in the outports is to be undertaken this autumn. Such towns as Placentia, Ferryland, and Trinity, to name only a few of the formerly flourishing settlements, are said to possess records of many descriptions. Since the traveling season is short and lack of staff would prevent an on-the-spot survey of such materials, the most practicable course will be to make wholesale transfers to St. John's, where this work can be done. Time and neglect will undoubtedly have taken their toll of many records; yet, as workers in other provinces have found to their satisfaction, a great deal does turn up.

Other great sources of archival material are the collections in private hands. Perhaps the greatest single addition from these sources is 40 rolls of microfilm of the archives of Newman, Hunt & Co., London; Hunt, Roope & Co., London and Oporto; and Newman & Co., Newfoundland — all acquired with the kind assistance of the Public Archives of Canada and Sir Ralph Newman. Although the available records of these firms date from 1775, the Dartmouth Port Books in the Public Record Office tell us that John Newman, a merchant of Dartmouth, in 1602 landed a load of Newfoundland fish. The history of the firms, consequently, can be written on the basis of the microfilms of the Newman archives, the microfilms of government records, and the Archives' normally acquired holdings, in which there are numerous references to their dealings. The Newfoundland Board of Trade has donated five of the surviving

² 1957.

minute books of its predecessor, the Chamber of Commerce, which cover the period 1834-75, the three earlier books having been destroyed. In addition a large mass of correspondence and notes of the Chamber has been sorted and stored in 14 cartons. Two account books of Thomas Slade, a Poole merchant stationed at Battle Harbour, Labrador, in the last decade of the 18th century; three account books of Goodridge and Co. for the years 1836-41 and one for the year 1892; two letter books of C. Edmonds, the agent at Fogo and Twillingate in the 1850's and 1860's for the Poole firm, Cox and Co.; a statistical volume of the Job Co.'s business dealings from 1850-75, remarkable for its detail: these provide a partial but not insignificant picture of the transactions of a few of the more outstanding commercial firms in Newfoundland. Negotiations are now under way for the acquisition of more materials of this nature. It is important that they should be acquired, for, while the documentation of the fishing industry is rich — indeed, the vagaries of this industry have probably prompted more specialized analyses than in any other country — there is a singular lack of information regarding the history of the railway, the iron ore industry, and the great paper mills. Similarly an investigation into the rise of co-operatives, protective associations, and trade unionism is hampered by the absence of materials.

It is regrettable that the most obvious lacuna in the Archives has arisen from the utter failure of former ministers to see that their papers, a mingling of personal manuscripts and archives, were preserved or made available. One has to know Newfoundland's stormy political history to understand the unwillingness of its politicians to leave a full record. Controversies linger long after their causes have lost all immediate political significance. Apart from papers that have been deliberately destroyed, the legatees of others have permitted them to gather dust and mold rather than bring them out to form a part of the province's heritage. The situation is not entirely gloomy; a microfilm of the political papers of Newfoundland's first Prime Minister, P. F. Little, has been received through the courtesy of his son, now living in Ireland. It is also likely that the papers of another Premier will be acquired before long. The difficulties that always beset the unwary investigator into what is often but mistakenly assumed to be the sacrosanct privacy of the past are multiplied many times in a community that for so long has guarded its right to do things in its own way, however strange it may appear to the outsider. Surely the 1933 Royal Commission's indictment of Newfoundland's political system must be sufficiently

provocative to elicit from former politicians or their heirs a chorus of rebuttals; and what more effective response is there than access to the facts? In the long run a favorable climate of opinion must be developed before resistance to the transfer of private manuscripts is overcome; and much will depend on assuring donors that the Archives is aware of the confidential nature of this type of material, upon which certain restrictions may be put, if desired, though there is no reason to countenance artificial barriers between the past and the scholar.

Church archives present certain difficulties. Each of the three major religious denominations — the Catholic, Anglican, and United churches — has its own records; but only the last has made an attempt to list and publish the items in its collection. The archives of the other two denominations have not yet reached this stage in their organization, but it is hoped that the Catholic and Anglican churches will follow the course of the Archives of the United Church, which encourages and assists its regional divisions. It will be our concern to persuade them to put their records in order and make them available. On the other hand it is likely that Moravian missions in Labrador will agree to transfer their records, now housed in Nain, Labrador, the earliest dating from the 18th century.

The Newfoundland Archives has not overlooked one of its most important services — facilitating the work of researchers. While physical surroundings will require improvement, they have been made as attractive as possible. Aids to research, such as a consistent scheme of classification, inventories, guides to collections, and abbreviated calendars will engage the constant attention of the staff. The student can also be assisted in other ways. Easy access will be provided to such documents as the journals of the Legislature, the provincial Hansards, yearbooks, statutes, census volumes, printed reports of government departments, law reports, and theses. And there are the great documentary compilations, rich in sources, such as the 12 volumes of the *North Atlantic Fisheries Arbitration*, the 12 volumes of the *Labrador Boundary Dispute*, Stock's *Proceedings and Debates of the British Parliaments*, the numerous publications of the Historical Manuscripts Commission, the record publications of the Public Record Office, and the *Calendars* of the Public Archives of Canada. Put within easy reach of the student, these indispensable works serve to round out the resources of the Archives. Perhaps the most important aid to students will be a bibliography of all printed Newfoundland sources, now in preparation. It will be the first comprehensive and annotated listing of printed materials,

at least three locations being indicated, so that the researcher, in quest of works not available in St. John's, will be able to use them by means of an interlibrary loan.

Much work remains to be done in other areas. The Department of Provincial Affairs has a valuable collection of newspapers that the Archives will acquire as soon as additional shelving is purchased for the more capacious quarters promised. The microfilming of contemporary newspapers will have to be considered; otherwise their sheer bulk will aggravate a chronic state of indigestion. Our 19th-century collection of pamphlets, small as it is, has been painstakingly acquired by exploring most sources, public and private; perhaps more than we expect have survived and will turn up, as some have, to our delight. Our photograph collection is minute and will have to be expanded. We have no collection of maps, unfortunately; and short of purchase, this deficiency cannot be remedied. This leads me to state the absolute necessity of stable and constant financial support to enable us to carry on and expand the Archives.

It was with this in mind that the Carnegie Historical Research Committee, of which I am a member, drafted an Archives Act for Newfoundland, using as its model the legislation that established the Saskatchewan Archives. There is sufficient reason for emulating the Saskatchewan experience: the setting up of an archival project in Newfoundland, as in Saskatchewan, was initiated by the provincial university, and it was therefore deemed desirable to benefit from that experience. For this reason we are suggesting the repeal of the 1951 Public Records Act, which has remained a dead letter these 6 years. The suggested Archives Act contains, in addition, one clause that looks to the recovery of public documents, wherever found, that have once been or should properly be part of the government records — a replevin clause, which we hope will aid us in recovering records that have been dispersed or improperly removed from government offices. Should the Government accept the act, now in its hands, and devote funds to the Archives, there is a prospect of establishing a proper archival institution that will take its place alongside other provincial archives.

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Recollections of the Man Who Rang the Bell

By WALDO GIFFORD LELAND ¹

Washington, D. C.

TO say that I am deeply moved by this manifestation of friendship, or that I am as grateful as human nature is capable of being, would be a cliché of understatement; but I am all this, and far more. I thank all who have participated in this undertaking and all of you who have assembled here this afternoon to witness its culmination.

I recall that this is the third occasion in which I have had a speaking part in this building. The first was when the portrait of the first Archivist of the United States, my long-time and beloved friend, Robert Connor, was unveiled in the place where you now see it. The second was when the American Historical Association placed a portrait plaque of John Franklin Jameson, Commander-in-chief of the long campaign for the National Archives Building, in the Pennsylvania Avenue lobby, where I hope you will observe it as you leave, if you did not see it on entering. Dr. Jameson was my professor of American history at Brown University and my chief in the Department of Historical Research of the Carnegie Institution of Washington. It was at his suggestion, in 1903, that I was called to Washington from my graduate studies at Harvard to undertake, with Van Tyne, the first comprehensive descriptive guide to the archives of the United States Government. A hasty acceptance of this call led to my spending a quarter of a century in the exploration and description of archives in this country and in France. Because of this occupation, I have sometimes been called an archivist, but I wish to make it clear that I have no claims to that honorable title. My lack of success in managing my personal records convinces me that I would have been a very poor archivist, but I have enjoyed telling others how records should be managed. As Rousseau is reported to have said: "The man who rings the bell cannot march in the procession," and I admit to having rung the bell.

I recall that the last time I spoke in this room, a year ago, I

¹ An address delivered by Dr. Leland on the occasion of the unveiling of his portrait in the Conference Room of the National Archives on Oct. 24, 1957.

talked for two hours — to a captive audience, the combined classes of Dr. Schellenberg and Dr. Posner; but there was an intermission, and the second hour was devoted to showing pictures, dating from the campaign for the Archives in the first quarter of the century, of what may be described as the archival slums of the national Government. In those days we dreamed with purposeful faith of what might be, but the present reality is even more splendid than our dreams. Our faith has been justified by the works of those who have come after us.

Let me indulge in a few recollections. First, of the bright morning in early January of 1903 when I came to Washington for the first time and met with Worthington Ford, Herbert Putnam, and Van Tyne to make plans for our work. My first meal in Washington was at Herbert Putnam's Round Table, where luncheon was served under the direction of its major-domo, Louis Alexander, with an ample supply of the cranberry sauce, which, as I was to learn, was always there.

In 1903 the site of this building [the National Archives] was occupied, in part, by the old Pennsylvania Railroad Station and by some of the picturesque Central Market. Pennsylvania Avenue was bordered by ancient hotels, shops, and saloons. As the Government clerks, who lived in the boardinghouses of Capitol Hill, walked to work in the morning, each carrying his or her paper bag of lunch, the first sign on the Avenue, at the foot of the Capitol grounds, read *First Chance*. And as they returned in the late afternoon, the obverse of the same sign read *Last Chance*.

It was a pedestrian way of life with relatively few casualties. The little streetcars bobbed along cheerily, and tickets were six for a quarter.

Theodore Roosevelt was President, and it was a dull day when he did not make front-page news. John Hay, Secretary of State, and Elihu Root, Secretary of War, received us most amiably and showed a real interest in our investigations. They gave instructions, as did other heads of departments, that every facility should be afforded us.

Even such instructions, however, did not induce Adjutant General Ainsworth to open the records of the War Department for us to examine. Instead, he detailed a member of his staff to conduct us on a rapid and restricted tour of a score or more of rooms in the State, War, and Navy Building, which were stuffed with records and files. Our guide, by way of being helpful, gave us, on parting, a little book entitled: *Lists of the Records and Files of the War Department*, printed in 1890; but the next day, on our second visit, he asked

us to return it since the Adjutant General had been very angry on learning that the book had been given to us. So we went to Brentano's and purchased a copy for 90 cents.

The records of the Treasury Department were tightly stored in attics, where they crumbled in the heat of summer, or in basements and around the bases of the fountains, where they absorbed damp and gathered mold. And there was a famous warehouse on E Street where they filled tier after tier, on floor upon floor, to which the unfortunate chief file clerk of the Secretary's office was obliged frequently to repair in a more or less hopeless search for needed documents. The records there were corrupted by dirt and worse than moths, and thieves sometimes broke in to steal autographs.

But enough of such recollections; nor will I indulge in the much more attractive ones of the Archives of France and of other European countries, except to say that from them I brought back many useful lessons.

It is time to release you; but I must say a word about my experience, novel to me, as assistant to the artist. His role in the joint labor was exceedingly active. Mine was passive, to sit still and look as pleasant and as intelligent as possible for about 30 hours. I mean of course, 30 hours divided among 10 or 11 sessions. The artist's lively and interesting conversation, drawn from an unusually varied and frequently exciting experience, made the time pass most pleasantly.

As the portrait reached a point where I was allowed to see it, I began to have a strange feeling of being endowed with an identical twin. On one occasion, when Mr. Egeli turned the canvas upside down to study a problem of balance, I felt quite dizzy. It is for others than myself and the artist to pass final judgment.

I have been congratulated on being immortalized; but works of art, in music, literature, sculpture, and painting, usually confer immortality on their creators rather than their subjects. Yet I, or later my hovering spirit, will be gratified to share such immortality.

As I look back over the past, I realize more and more how precious have been and are the many associations I have been privileged to have with archivists, librarians, historians, scholars, and educators in many parts of the world, but above all here in Washington, which has been my base. With many of you, and with many of those who have participated in this act of kindness, these associations are close and vital and inspiring. I cherish them, and once again I thank you from the depths of my being.

Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

Preliminary Inventory of the Records of the Price Department of the Office of Price Administration (Record Group 188), compiled by Meyer H. Fishbein, Walter W. Weinstein, and Albert W. Winthrop. (National Archives, *Preliminary Inventories*, no. 95; Washington, 1956. xi, 272 p., appendixes. Processed. Free.)

Lynn White, Jr., writing in *Harper's Magazine* in November 1954, observed that "history is being made faster than we can absorb it . . . the mere quantity of the stuff is overwhelming." Although the bulk of contemporary documents may baffle researchers, archivists are trying to reduce them to manageable form. To help investigators find their way through some of the voluminous records of the World War II era, the National Archives has issued this preliminary inventory. The herculean job of its compilation necessitated the examination and classification of about 5,000 cubic feet of records.

Cognizant of the intricate organization of the Office of Price Administration, the compilers include a helpful introductory chapter tracing the agency's history. After the outbreak of war in 1939, the rising incomes of most Americans and the corresponding shortage of consumer goods produced an increase in living costs that threatened to upset our economy. Heavier taxes and the sale of war bonds siphoned off some of the surplus purchasing power, but the principal effort to check inflation was made by the OPA. On May 29, 1940, President Roosevelt appointed the National Defense Advisory Commission with Leon Henderson as Price Stabilization Advisor. An executive order of April 11, 1941, transferred the Price Division from the commission to the Office of Price Administration and Civilian Supply. Four months later the name of the agency became simply the Office of Price Administration.

This well-organized guide includes descriptions of 1,350 separate series of records. In size these series range from one inch, as in the case of "Congressional Correspondence," to 40 feet, as in series 1011, "Application for Price Adjustment." The first 986 series comprise the Washington records of the Office of Price Administration. The scope of subject matter can be seen in a random sampling of various headings. These records came from such sources as the Economic Advisor, the Price Decontrol Division, the Women's Clothing Section, the Petroleum Branch, the Automotive Section, the Farm Equipment and Tractor Section, the Metals Branch, the Tobacco Division, the Hides Section, the Ice Section, and the Alkalies and Compressed Gases Section.

The last 364 series consist of records from 8 districts, which correspond roughly to the geographical divisions of the Federal Reserve System. These records deal primarily with the administration of the OPA at the local level. They include memoranda containing information about community pricing

programs and Government investigations and instructions issued by the district offices to local price and rationing boards.

Fortunately, the guide contains comprehensive appendixes, including a list of organizational changes of the OPA, the locations of local price and rationing boards, and an index to the names of OPA officers mentioned in the inventory.

REYNOLD M. WIK

Mills College

Records Controls, Inc. *Retention and Preservation of Records, With Destruction Schedules*. (Chicago, Records Controls, Inc., 209 South LaSalle St., 1956. 46 p. \$4.)

This booklet contains much information that should prove extremely useful to business concerns interested in organizing an effective record retirement and disposition program. Although many of the policies and procedures described in Part 1 are based on the experience of the Federal Government in the record management field, the data assembled in Parts 2, 3, and 4 should be of the utmost value to companies in scheduling their records. Part 2 lists the Federal laws and regulations affecting the retention of records by business concerns and describes in some detail their pertinent provisions. Part 3 tabulates the limitations for civil actions incorporated in State laws affecting the retention of specific types of records. Part 4 consists of a tabulation of more than 250 common papers found in most business offices and the length of time during which reporting firms retain them. Many of these retention periods appear to be much longer than those adopted by Federal agencies for similar types of records.

To increase the usefulness of the pamphlet, certain paragraphs in Part 1 might be rearranged to bring related material together, such as those on storage facilities and storage equipment; and the index might be expanded to include such key words as "retention schedules," "scheduling," "file cabinets," and "sampling of files." Most of the procedures outlined in the pamphlet appear to be sound and adaptable to the needs of business concerns. With respect to the inventorying of old records (p. 4), it might be advisable to take such an inventory before rather than after the preparation of a retention schedule.

FRANCES T. BOURNE

Records Management Staff
Department of State

American Colonial Documents to 1776, edited by Merrill Jensen. (*English Historical Documents*, vol. 9; New York, Oxford University Press, 1955. 888 p. \$12.80.)

This volume, the fourth as yet published in a 12-volume series designed to cover English history from about 500 to 1914, consists of documents and excerpts relating to the 13 mainland colonies, beginning with the third Virginia Company charter of 1612 and concluding with the Declaration of Inde-

pendence. They are arranged under 8 general headings — founding of the colonies, the evolution of their governments, economic development, population and labor, religion and education, expansion and social discontent, British colonial policies from 1763 to 1773 and the growth of colonial opposition to them, and the coming of the American Revolution. Areas of interest not covered are the role of the colonies in European diplomacy and their relations with their Indian, French, and Spanish neighbors and with the West Indies. Though these topics are touched on incidentally, the reader is referred to other volumes in the series for materials on them.

The approximately 230 separate items were selected from a wide variety of English and American sources, most of them printed but many inaccessible except in the great libraries. The dozen or so from unprinted sources are for the most part from the British Public Record Office. In several instances the editor has made judicious deletions and provided convenient summaries. Item 55, "Statistics of Colonial Trade," based primarily on customs officers' reports in the Public Record Office, is a very useful and concise set of 11 tables, which give a panoramic view of the nature and extent of colonial commerce in the 18th century. Limitations of space and other considerations of course guided the editor in his choice of documents, but it is to be regretted that he slighted or omitted those illustrating the western land problem and speculations, the fur trade, and, to some extent, social and intellectual developments.

A comprehensive 41-page introduction, shorter essays preceding the divisions and subdivisions, and notes for the individual documents orient the reader and supplement, unify, and illuminate the wealth of materials spread before him. Noteworthy also are the critical bibliographical essays — the general survey at the beginning of the volume and the topical treatments incorporated in the divisions.

Though this collection of documents was planned more for English than American students, its excellence should assure its wide use on both sides of the Atlantic for a long time to come.

HOWARD D. WILLIAMS

Colgate University

Documents of American Catholic History, edited by John Tracy Ellis. (Milwaukee, Bruce Publishing Co., 1956. xxiv, 677 p. \$8.75.)

The dust wrapper and the preface honestly describe this book as "a sampling of the original sources from which the history" of the Roman Catholic Church in America has been or must be written. It is neither a comprehensive nor a critical edition of the documents included. Monsignor Ellis explains clearly that his purpose was simply to supply a collection of documents to assist those teaching courses in this country in Catholic seminaries, colleges, and universities. His further desire was to make readily available "some of the principal documents of American Catholicism for interested readers outside the classroom." Both goals are attained.

The material for the colonial period is arranged topically under Spanish,

French, and English colonies. The range of the sampling is wide and varied; from the Treaty of Tordesillas (1494) that brought Portugal to Brazil, to Junípero Serra's final report on the Mission of San Carlos de Monterey (1784). French America's representation begins with Father Jean de Brébeuf's instructions for missionary Jesuit priests assigned to the Huron Country (1637) and closes with Watrin's account of the banishment of the Jesuits from Louisiana (1764). Catholic history in the British colonies receives appreciably more attention as it swings from Maryland's charter (1632), past Charles Carroll's defense of his religious beliefs (1773), and comes to rest as Daniel Carroll persuades Marylanders to ratify the Constitution (1787).

Once beyond the colonial period, the book follows a strictly chronological order. The documents selected touch upon many regions, topics, people, and organizations. Pope Pius VI erected the Diocese of Baltimore and appointed John Carroll as the first Bishop, Nov. 6, 1789. From this starting point, the editor picks significant or informative documents from the life story of the Church in Kentucky, Louisiana, and Oregon. Matters of great, but specialized, interest — such as the arrival of the French Sulpicians (1791), the laying of the cornerstone of the Catholic University (1888), or Mother Katharine Drexel's founding of the Sisters of the Blessed Sacrament (1907) — receive balanced notice. Some items are inconsequential — for example, Louise Imogene Guiney's expression of her preference for living in England (1907) — while others are basic, such as the Supreme Court's affirmation of the right of private religious schools (1925). It is humiliating to realize that the nation dedicated to freedom under law nurtured the American Protective Association, founded in 1842, and forced a real American, Al Smith, to deliver an answer to the religious bigotry of the Presidential campaign in 1928. This is, indeed, a sampling with a fascinating mingling of the common and the uncommon.

The great majority of these documents have been published in some form before their appearance in the present volume. The very diversity of sources from which they have been reprinted, however, makes the present collection valuable, for the editor has rediscovered and preserved in convenient form not a few half-lost sources. In some instances it is regrettable that he did not make new translations instead of perpetuating the stilted versions in the *Original Narratives of Early American History*. So many helpful documents and documentary excerpts are made readily accessible, however, in this one-volume compilation that it is easy to excuse its relatively few deficiencies.

WILLIAM N. BISCHOFF

Gonzaga University
Spokane, Washington

Forest History Sources of the United States and Canada; a Compilation of Manuscript Sources of Forestry, Forest Industry, and Conservation History, compiled by Clodaugh M. Neiderheiser. (Saint Paul, Forest History Foundation, Inc., 1956. xiii, 140 p. Processed.)

An immediate reaction to this preliminary inventory of North American forest history archives is that serious gaps exist in an important field of Ameri-

can business records. The compiler remarks that only recently has any scholarly study been directed toward the subject of the exploitation and utilization of our continental forests. Obviously wood has been and is one of our basic natural resources, but the study of 300 years of forest related industry has been comparatively informal and usually restricted to particular areas. And the results seldom enjoy wide distribution. We know, therefore, much more of the legends, ballads, and colorful reminiscences of Kahtadin drives and Bangor nights, the excesses of Saginaw, and the perils of the Little Eau Claire. The scattered, often unknown or unorganized archives of this great industry have seldom been tapped, and then with success only by industrial trade magazines.

The problems involved in circularizing 300 busy or moribund institutions owning some forest history archives are obvious; even so, the compiler has made a strategic inroad into a huge mass of forestry materials. Based upon an approximate 40 percent return of the circularized questionnaire, the compilation perhaps best demonstrates how little has been done nationally in the formal collection of manuscripts and archival materials. Since institutions in several States and provinces failed to reply (including some owning small but significant industrial archives), the record is incomplete. We can be sure the revised guide planned for 1960 will incorporate information from other repositories, including provinces and States such as British Columbia, Idaho, Georgia, and Florida—all of them important in forest industries. Others such as Vermont and Maryland have had lumbering traditions for which some records must still exist. Some institutions sent in only the sketchiest description of their materials, and of course this indicates that with limited staffs and catalogs, librarians cannot always support cooperative research programs. This is the case among institutions of the Pacific Northwest, with which the reviewer is most familiar.

The current compilation was published on the tenth anniversary of the Forest History Foundation, St. Paul—a nonprofit corporation devoted to the preservation and publication of materials on the history of forest and allied industries. The new policy of the foundation is to encourage the collection of forestry records at preferred repositories throughout the country. This ambitious program has worked well in some regions, but no institution can do all it could wish to do in this specialized field. The foundation should, therefore, encourage area industries to keep and make available the records of their past operations. Such records are often so extensive that institutional repositories are hard pressed to find space for them, let alone staff to process them. Grants from donors to process their collections would greatly assist the existing program. Another problem of repositories is that of collections that come in sealed or seriously restricted.

In some cases, such as the great Weyerhaeuser enterprises and Crown-Zellerbach, company archives have been organized. This is a good solution if skilled archivists are employed and some part of the industrial record is made available to historians.

The guide is organized by States and provinces, and thereunder alphabetically

by institution. The descriptions of holdings are very uneven, but obviously no standard return was available to the author. The index is exceedingly helpful, and certainly this is the best guide we have in the field. The next edition should be a superb tool. The Foundation is to be congratulated on its undertaking.

THOMAS VAUGHAN

Oregon Historical Society

Manuscript Collections of the Minnesota Historical Society, Guide Number 2, compiled by Lucile M. Kane and Kathryn A. Johnson. (St. Paul, Minnesota Historical Society, 1955. xiii, 212 p. \$3.60.)

The *Guide to the Personal Papers in the Manuscript Collections of the Minnesota Historical Society*, compiled by Grace Lee Nute and Gertrude W. Ackermann in 1935, described 455 groups of papers. Since the publication of this pioneer work in the field of manuscript guides, the Minnesota Historical Society has acquired a large amount of original manuscript material, as well as photostats and microfilm relating to Minnesota's history and its relations with other States. The present *Guide* continues the description of the Society's collection of some four million manuscripts, analyzing 1,189 groups of papers beginning with collection number 456. The earlier *Guide* described only the personal papers in the collection, whereas the present work includes institutional and business records in addition to personal papers acquired since 1935.

The manuscript collections reflect the history of Minnesota from the time of the explorer and fur trader to the present and contain much material of social, economic, and political interest. The social and cultural development of the State is reflected in the records of the churches, courts, and schools and in the papers of various State and local organizations. Of particular interest are the collections relating to immigration and to the Scandinavian elements that form a substantial proportion of the population.

The economic growth of the commonwealth is well represented by the many collections of business papers in the fields of agriculture, lumber, real estate, merchandising, and insurance. There is, however, a noticeable lack of extensive records of certain major industries, including those of the large flour-milling concerns.

The political history of the State is reflected in collections that include the papers of political parties and political leaders.

The papers of eminent Minnesotans acquired since the publication of the first *Guide* include those of Cushman K. Davis, Frank B. Kellogg, Floyd B. Olson, Andrew J. Volstead, and Solomon G. Comstock. These collections are fully described, with biographical information, notes on their content, and the names of important correspondents.

Examination of the present work, in connection with the earlier *Guide*, gives an excellent idea of the manuscript holdings of the Minnesota Historical Society and of the important acquisitions of this repository of Minnesota history and its related materials. The excellent index, while not cumulative to include

both the first and second *Guides*, provides a handy finding-aid to subjects of State, national, and international interest in the collections.

WILLIAM S. EWING

Clements Library
University of Michigan

Research in American Genealogy; a Practical Approach to Genealogical Research, by E. Kay Kirkham. (Salt Lake City, Utah, Deseret Book Co., 1956. xii, 447 p. \$4.)

The author has produced in one volume a convenient and useful reference tool, which genealogists — especially those who are only beginning to work in the field of family history — will wish to have at hand whether at home or traveling about in search of data. Helpful general suggestions are made on the taking of notes and the use of newspaper files, maps, county histories, and other records.

Most of the material is of a gazetteer, directory, or handbook nature; only about 50 pages are devoted to the discussion of methods of searching. Space will not permit a listing of all the classes of information covered, but a few will be mentioned as illustrative. There is a glossary of terms and abbreviations, such as D.A.R., bounty, Braddock's Road, deed, cartography, abstract books, illegitimate, and F.A.S.G. If some of the definitions seem oversimplified, they are doubtless so in the interest of brevity. Other compilations of data included are a list of dealers in genealogies who issue catalogs, with their addresses; a list of map publishers, and catalogs; a list of counties in the various States for which the Works Progress Administration prepared record inventories; maps showing changes in county lines, 1790-1900; nicknames in common use; a list of libraries having genealogical collections, with explanation of the type and extent of service rendered in the field; vital statistics of the United States and its Territories, with a listing of State departments to which correspondence should be addressed and a statement about records available. Census records are dealt with separately by State. A chapter entitled "American History for the Genealogical Researcher" consists of a highly selective chronology of events, first for the United States in general, and then for each of the States. A list of "County Histories of the United States, by F. Douglas Halverson," contains the name of every county in each of the States, the date formed, the parent county, and the county seat. From the above it is clear that the author has succeeded in his purpose of producing a "compilation of record sources" for the American genealogical searcher.

There are bound to be differences of opinion concerning what is included and what omitted in a volume of countrywide cope. A few criticisms are offered here by way of caution to those who would adopt this as their only guide. Braddock's Road was built in 1755, not in 1780. It would have been helpful if the author had added editorially, in the list of present-day counties in the various States, the earlier names of the counties; for example, Montgomery County in New York State was originally known as Tryon County, Washington County as Charlotte. Among the "Finding Aids" appears the *Union List*

of *Newspapers* but not Clarence S. Brigham's *History and Bibliography of American Newspapers, 1690-1820*. Perhaps, however, the author felt that the earlier press would not be especially fruitful for genealogical work. The "Short List of Current Genealogical Publications" is too short to be of great value. In the list of "Church Archives Publications" for New York State, a most valuable bibliographical aid might well have been included; namely, the *Guide to Vital Statistics Records of Churches in New York State (Exclusive of New York City)* issued in 1942 in two mimeographed volumes, by the Historical Records Survey. By means of two indexes in this *Guide*, one of places, the other of denominations, the searcher can quickly determine what church records are available, with dates and locations. Another helpful guide is Edward T. Corwin's, *A Manual of the Reformed Church in America, 1628-1902*. Omissions aside, one must conclude that the author has assembled answers to many questions for which the genealogist would otherwise have to consult a number of different reference books or write numerous letters of inquiry.

The author emphasizes that he desires to point the direction the genealogical worker should go in making a practical approach to his problems. Section 1 is entitled "The Approach to Genealogical Research," Section 2 "The Search for Records." It seems to this reviewer that greater clarity might have resulted and repetition might have been avoided with a slightly different organization. For example, chapter 9 of Section 1 is a discussion of "How To Search in County Records"; chapter 4 of Section 2 is on "The Search in County Records—Inventories of County Archives—by States, Origin of Counties by States." In both chapters wills, deeds, orphans court records, and miscellaneous records in county offices are described, and the chief custodians of county records are identified. Good suggestions are made as to the method of searching county records, and the searcher is warned against certain pitfalls—such as the interpretation of dates. These two isolated chapters might have been combined. The same might be said for "How To Search in Religious Archives," in Section 1 and "The Search in Religious Archives" in Section 2, and for other chapters in the two sections.

Mr. Kirkham states that he has intentionally omitted examples from his own research. This is to be regretted, for such concrete illustrations would doubtless be of great help to the novice in the field of genealogy. Perhaps we may expect such a volume in the future, for we may be sure he has had a rich experience in searching for ancestors.

EDNA L. JACOBSEN

New York State Library

Punched Card Primer, by Burton Dean Friedman. (New York, American Book-Stratford Press, Inc., 1955. [viii], 77 p., illus. \$3.50.)

At its third meeting (Dec. 12, 1947) of the 1947-48 season, the Interagency Records Administration Conference devoted itself to a consideration of the "punched card plan." The report of that meeting, issued in processed form,

has provided archivists and record administrators with a basic summary of the subject. Now that we stand on the threshold of Robert Shiff's "golden age of methods improvement and paperwork control" and move with him from punched cards to magnetic tape, it is fitting that the Public Administration Service should give us, in Mr. Friedman's *Primer*, a new summary, as he says, of "the care and feeding of punched cards."

Mr. Friedman addresses himself "to those considering the installation of punched card equipment," among whom would be numbered more record administrators than archivists; for archivists have yet to mechanize their charging systems (or, indeed, their disposition controls and their description work) in the manner of some librarians. He hopes that the *Primer* "will answer many questions for the administrator who is aware that punched cards exist, who may have heard sales talks about them, and who wants them discussed by one who has learned about them the hard way." His direct experience in, and primary responsibility for, planning the application of punched card techniques to some functions of the Kentucky Department of Revenue have given him a certain advantage over those who can write, think, or talk about so difficult a subject only theoretically.

The seven sections in which the author has organized his material are indicative of its scope. They embrace an explanation of method; a description of the IBM, Samas, and Remington Rand cards; a description and analysis of the uses of the several machines necessary to the method; a discussion of a typical "assembly line" to illustrate "the relationship between cards and the machines and machine functions"; a consideration of the kinds of work to which punched card methods may be applied; the details of the problem of installation as pertaining to primary and auxiliary equipment, personnel, space arrangements, supplies, office priorities, and interoffice relations, as well as to the modification of procedure; and comparisons and suggestions with respect to costs. A "Conclusion" anticipates and answers many of the questions likely to be asked by the would-be innovator.

This reviewer very naturally wishes that Mr. Friedman had developed more fully his central thesis, that "except where punched card methods have been introduced, office procedures as such have remained generally unchanged," but can accept the possibility that such development would have been beyond the limitation of a *Primer* that undoubtedly will prove indispensable for the need it is intended to fill.

"Caricatures of punched card equipment" by Artzybasheff of *Time* and *Life* serve as headpieces; and useful illustrations of equipment and cards, obtained from the three manufacturers, have been introduced effectively.

KENNETH MUNDEN

Department of the Army

India. National Archives. *Calendar of Persian Correspondence; Being Letters Which Passed Between Some of the Company's Servants and Indian Rulers and Notables*. Vol. 8, 1788-89, vol. 9, 1790-91. (Vol. 8, New Delhi, Government of India Press, 1953. viii, 3, 648, 2, lxiii, p. Rs. 20. Vol. 9, National Archives of India, 1949. 20, 346, xxxi, p. Rs. 15 or 23/6.)

B. A. Saletore and S. N. Sen, directors of the National Archives of India in 1953 and 1949 respectively, have superintended in these two volumes the calendaring of 3,329 letters pertaining to the history of India during the years 1788 to 1791 inclusive. They have prefaced these valuable works with significant historical summaries covering the salient aspects of the period. Each volume contains helpful indexes that include, in reference to Persian or Indian expressions, symbols designating the language and an English translation. Each volume contains a list of Vakils (representatives) of the several chiefs and notables of India accredited to the Governor-General.

In 1788 Lord Cornwallis was entering on the third year of his administration. Although he was pledged to peace and economy in conducting the political and economic affairs of the East India Company in India, before the period covered in these volumes expired Cornwallis was in the midst of the Third Mysore War, which ended with British annexation of half the kingdom of Tipu Sultan. Both Saletore and Sen agree that Tipu was a better man than British historians have conceded and was actually the victim of many betrayals, both by pledged native allies and by the British, although, as they also indicate, the letters summarized in these volumes do not bear out these conclusions. One significant point that seems to have escaped both directors is that Cornwallis considered news from Mysore to be important long before the outbreak of the war. His secret service agent, Mir Muhammad Husain, alone of those with whom the office of the Governor-General was in correspondence, received urgent letters through the autumn of 1788, "to continue sending news from that quarter as usual." Other news — concerning the vicissitudes of Shah Alam, the unfortunate Moghul Emperor in Delhi, or concerning Ranjit Singh and the Sikhs in the Panjab, or the tribulations of the many widows and other pensioners of the East India Company — received scant attention as compared with news from Mysore and Hyderabad, with the exception of reports about the many French soldiers and adventurers still abroad in India at that time. Barbarous cruelties, dwelt upon by Saletore, whereby a notorious villain, by orders of Mahadaji Sindhia, had his eyes pulled out and ears cut off before his execution, should cause little surprise inasmuch as English courts sentenced criminals to be hanged, drawn, and quartered in that century.

The general impression that one receives from these volumes is that East India Company officials made it their business to be well informed about all that happened in and around India, preparing themselves against future eventualities. Both volumes are extremely well done and will be valuable to all students of British India.

ELMER H. CUTTS

Northeastern University

Proceedings of the Third Annual Conference on Records Management, September 13-14, 1956; Planning Ahead for Paperwork Control, edited by H. W. MacDowell. (New York University Business Series, no. 29, New York, 1957. 65 p.)

This booklet was designed primarily for those who attended the conference. For them it should be a useful summary of the presentations, since the texts of four speeches, two sets of introductory remarks, four seminar orientation talks, and one short commentary on electronic equipment are included. The material deals in summary form with most phases of paperwork: data processing, work simplification, clerical cost control, forms, and so on, with but a few pages devoted to strictly record-keeping aspects.

Although the conference looks forward to the millennium of controlled documentation, emphasis is continually placed on the increasing flow of "old-style" records. The impression given is that neither the speakers nor the attendants at the conference expect any substantial abatement of this flow, nor would they be at all surprised if it continued to grow, regardless of the electronic equipment forecast. (In this connection, W. F. Ahern, of I. B. M., has some brief but tantalizing specifications for random-access devices.) Robert Shiff best summarizes the current situation and the outlook in his introductory remarks: "The 'hard copies' are still very much with us (p. 7) . . . equipment is producing more and better information faster than ever before. . . . Do we need all the information? . . . machines are turning out more copies. . . . Do we need all the copies? (p. 10)"

Because it is only what it is meant to be, an edited record of oral proceedings, this publication will not satisfy those who seek definitive answers to specific questions. It does, however, clearly outline the direction that paperwork control has taken and the problems to come.

WILLIAM L. ROFES

Olin Mathieson Chemical Corp.
New York City

Seventh Report of the Saskatchewan Archives Board . . . June 1, 1954, to May 31, 1956. (Regina, Saskatchewan, Queen's Printer [1956]. 40 p., photographs.)

Time was when the term Archives was synonymous with Record Office. Over the years the concept has widened to include manuscript collections, relevant printed sources, maps, pictures, and audiovisual material. The benefit of assembling all these sources under one roof has been recognized. The report of the Saskatchewan Archives Board carries the concept one stage further. It shows a rounded program of accession, classification, and description carried on in two cities under the direction of the Board. One office is at Regina in connection with the Legislative Library, the other at Saskatoon in connection with the University of Saskatchewan. An examination of the list of accessions leads one to believe that the distribution of historical material between the two offices has been the subject of judicious consideration.

As Lewis Thomas explains, this arrangement has been the outgrowth of two streams of effort, the one leading from the university, the other from the provincial capital. It will be of some interest to follow the work of the Archives Board to see whether an institution with so extensive a program as is outlined in this report will surmount the difficulties inherent in the two-city-plan or whether it will be found advisable to unite the various holdings in one place. The advanced state of the record management program, as seen in this report, has led Dr. Thomas to point out the need for an adequate building. How Saskatchewan will handle this proposal for a third unit will be a matter of interest to all archivists. The Saskatchewan system is a unit, but in it lies food for speculation as to the possible formation of regional boards with some measure of federation between archives and historical depositories.

Classification is always a difficult problem in presenting an accession list. Dr. Thomas describes the material under the headings of provincial government records, municipal and school district records, personal papers, business and organizational records, newspapers and periodicals, sound recordings, pictures, and miscellaneous records. Until archivists can reach agreement on terms, the consistency of each archivist will be the most important means of communicating to others the nature and extent of his holdings. Dr. Thomas has made a distinction between records and papers, but his category of "miscellaneous records" contains a number of surprises. Four items under "letters" among the miscellaneous records do not appear to differ from those classed as personal papers, nor does it appear why the logbook of William Mollard's trip differs from diaries of similar trips that are listed as private papers. Under municipal and school district records he has included two histories. As each was presented by the secretary-treasurer of the rural municipality, it may be assumed that these are official histories and have become part of the records of the respective rural municipalities, but why does a set of teacher's certificates find its way into miscellaneous records; and why, since textbooks have been classified as records, do they too find their way into miscellaneous records when there is a category for school district records? Everything from genuine records to scrapbooks and articles have been classed as records in this miscellaneous section.

The slight inconvenience caused by the classification system adopted in this report is more than outweighed by the degree of public support revealed by the number of people who have donated papers over the past two years.

NORAH STORY

Public Archives of Canada

Great Britain. Public Record Office. *117th Report of the Deputy Keeper of the Records, 1955.* (London, H. M. Stationery Office, 1956. 19 p., appendixes. 1s. 3d. net.)

Those American archivists who because of the press of business find it impossible to prepare an annual report ought to be required to read this work of D. L. Evans, Deputy Keeper of the Records, for the year 1955. In 19 pages,

unbound and on austere paper stock, he has given a clear, useful account of the operation of his great office, an account that must be satisfying to his superiors and informative to his colleagues. Of special interest to those of us who are now nursing infant record management projects is the account of the first year's operation of the Public Record Office (previously under the Master of the Rolls) within the responsibility of the Lord Chancellor — a recognition, first, of the importance of the care of contemporary records and, second, of the essential difference of this type of record from those traditionally classified as historic. At the same time, the divorce was not total, for it was the Master of the Rolls who appointed the Records Administration Officer in the Public Record Office.

Mr. Evans reports encouraging progress in the work of the repositories: Chancery Lane, Ashbridge, and the intermediate repositories (record centers) of Hayes, Yeading, and Leake Street. But such physical improvements as have been made are far from sufficient — air-conditioning is still untried, even artificial heat is lacking in some cases, none of the repositories was especially designed for the purpose, and as a consequence both staff and records have suffered, the latter especially from mildew. How staggering the task will be to house British records in anywhere near the style to which we in this country are accustomed is made obvious by the calm but precise account of Mr. Evans of the inadequacies of the old buildings. It is emphasized by the list of records already received, a minute part of the enormous quantity that will have to be cared for in a land where many services here considered private must be offered — and recorded — by the government and where much of industry too is directed — and recorded — by the government.

But in all this frantic effort to cope with acquisitions it is good to see that calendars and texts are still being printed, that the Historical Commission and the Museum are functioning, and that seals and documents are being repaired as before.

MORRIS L. RADOFF

Maryland Hall of Records

Great Britain. Historical Manuscripts Commission. *Bulletin of the National Register of Archives*, No. 8; *List of Accessions to Repositories*. ([London], H. M. Stationery Office, 1956. 51 p.). Issued by the National Register of Archives, Public Record Office, Chancery Lane, W.C. 2.

This issue of the *Bulletin* is the second to list annual accessions of British repositories. Into remarkably little space it compresses succinct and carefully edited descriptions of the noteworthy acquisitions in 1955 of 100 national and local repositories (as compared to 86 in 1954, given in the sixth number of the *Bulletin*). A few previously unpublished notes of earlier accessions also are included. The material, dating from mid-twelfth to the mid-twentieth century (actually to 1955), thus made available for research, represents a wide variety of manuscripts that relate to divers historical events of the British Isles and Europe and of every other part of the world.

At least one institution in each of the five types into which repositories are divided has come into possession of material of American interest. The Public Record Office of Northern Ireland, for instance, indicated receipt of letters and commercial papers of the Blair family of Newry that relate to the West Indies, Charleston, South Carolina, and New York; of an original diary of Capt. Alexander Chesney of South Carolina; and of letters, 1787-1837, of the McClurg family of the United States and Londonderry. There is an entry at the Bodleian Library for the journal of James B. McCullagh, recounting his experiences with American Indians, 1883-1905. The Grey of Howick collection at Durham College includes military papers of the first Earl on the American Revolution and the capture of St. Lucia and Martinique. In the Newcastle manuscripts, Nottingham University received letters from America of Sir Henry Clinton. The Kent County Archives Office secured Virginia Company papers in Tufton manorial records. The National Maritime Museum acquired the journal of the commander of the ship *Viper* on a voyage to New York in 1783. These American items are illustrative of the wealth of resources described by concise entries in this admirable accession list.

ROBERT H. LAND

Library of Congress

The Oldest Manuscripts in New Zealand, by David M. Taylor. (New Zealand Council for Educational Research, *Educational Research Series*, no. 36; Wellington, Whitcombe and Tombs Ltd., 1955. [xiv], 218 p., illus., appendix, bibliog. 42 s.)

This is first a complete inventory of Western European, Near Eastern, and Ethiopic manuscript codices at present in New Zealand — a compilation that will enable students in New Zealand to make the best use of available resources. Some 82 such manuscripts are located and described in detail, with the provenance (so far as now known) given for each.

Mr. Taylor has written "for those intelligent New Zealanders who are largely unfamiliar with the subject of manuscripts." Thus, the introduction of 18 pages is a brief nontechnical survey of the problems of manuscripts in general; paleography, textual criticism, and language are considered. Then each manuscript is described in detail and its physical peculiarities are discussed.

Most of the manuscripts deal, as might be expected, with theological, philosophical, and ecclesiastical matters. The author does not, in his careful examination, claim any great discovery, but he has corrected some current errors.

The appendixes include reproductions of the watermarks for the manuscripts written on paper (with appropriate references to Briquet, *Les Filigranes*) and "A Select Bibliography," which includes location symbols for libraries in New Zealand. There is an index, and the 32 plates (one in color) give a good idea of many of the manuscripts.

The relatively limited number of such works in New Zealand makes it possible to devote considerable space to textual criticism. In those instances

where the text presents variant readings that are worth comment, the text is printed with the abbreviations filled in (distinctively) and the lines indicated. This is always followed by an English translation and in many cases by a discussion of particular points.

The existence of this small but rich assortment of such manuscripts in New Zealand is something of a revelation, and the book is an unexpected addition to our list of manuscript inventories. It is also an excellent introduction to the subject of manuscripts and can be a most useful handbook.

E. B. BARNES

University of Oregon Library

Misiones Nicaragüenses en Archivos Europeos, by Carlos Molina Argüello. (Instituto Panamericano de Geografía e Historia, Comisión de Historia, *Misiones Americanas en los Archivos Europeos*, vol. 12; México, 1957. 163 p.)

This volume is the twelfth of a special series published by the Pan-American Institute of Geography and History on the subject "American Missions in European Archives." Other volumes in this series describe the archival findings of missions that have gone to Europe from various American republics. The present volume confines its description to the findings of the seven missions from Nicaragua, two official and five private, which have gone to European depositories in search of documents relating to the history of Nicaragua. Each one of these seven missions is treated separately in chronological order; the section contains a short biographical sketch of the person in charge of the mission, his major field of interest, the names of European depositories visited, in some cases a list of documents obtained and their present whereabouts, and the publications, if any, that have resulted from each mission.

The first Nicaraguan mission is noteworthy because it was motivated purely by the desire to obtain documents that could be used by Nicaragua in substantiating boundary claims against its neighbors. The most productive of the Nicaraguan missions was the one headed by Vega Bolaños. Several volumes containing the findings of these two Nicaraguan missions have been published, and the contents of these volumes are described in detail. The description consists of listing each document chronologically, summarizing its contents, and clearly indicating the location of the original.

The findings of the other Nicaraguan missions are not described in such great detail. Although only a few magazine articles and about three volumes containing some of their findings have been published to date, much is being promised. Three of the missions are in the process of pooling their archival findings for the purpose of publishing a work under the title "*Monumenta Nicaraguae Historica*," patterned after Baron von Stein's famous work. The documents that will eventually be contained in the first volume are listed and summarized.

In less than 40 years since the first mission in 1918, documentary sources

relating to the history of Nicaragua have been enlarged considerably. The majority have come from Spain, but Italian and English depositories are also represented. It is unfortunate that a more detailed description was not provided for the findings of all seven missions; maximum usefulness then would have been achieved. But even in its present form, scholars interested in the early history of Nicaragua and Central America should find this a very useful tool in their researches.

GEORGE S. ULIBARRI

National Archives

Handbook of Hispanic Source Materials and Research Organizations in the United States, edited by Ronald Hilton. (Stanford University Press, 2d ed., 1956. xiv, 448 p. \$10.)

The first edition of this work, entitled *Handbook of Hispanic Source Materials in the United States* (1942), was quickly sold out. Since nothing took its place adequately, the new edition is most welcome. Hilton

seeks to perform the important service of calling the attention of both American and foreign scholars to the vast wealth of Hispanic material deposited and in some cases one might say lost in the collections of the country. . . .

'Hispanic' means of Spain, Portugal, and pre- and post-Columbian Latin America, and of Florida, Texas, the Southwest, and California before annexation. The source materials listed embrace "the humanities, the fine arts, and the social sciences; the natural sciences . . . in the case of some exceptional collections."

The entries on matters other than documentary and printed sources are appropriate and varied: the Tuxtla statuette with Maya glyphs of A.D. 98; the Spanish 14th-century Monastery of San Bernardo, shipped in 10,751 crates to Hearst and reerected by Moss and Edgemon (not to mention all our Spanish Colonial missions); paintings and objets d'art; collections — ethnological, paleontological, zoological, botanical, mineral; archeological investigations; current projects and significant publication schedules. But most entries describe concentrations of Hispanic-Americana in important libraries, archival centers, and research organizations.

This vast compendium organizes data by State and locality, by institution, and sometimes by an institution's departments. Each organization speaks for itself, using its own form of presentation; each stresses its best holdings; and a certain variety results. The fact that some of the information is not strictly up-to-date or complete is attributable largely to the unit reporting. Standardization might have fixed a norm for the value, rarity, significance, or restriction on use of the items to be included.

The information has been checked, rechecked, and referred to experts; many collections were examined by the editor or a colleague. It is a careful compilation and makes very interesting reading. Errors appear to be very few and insignificant, such as the index's "Kachina Indians" (p. 419) or Alfonso,

for Alonso, de Molina (p. 426). Hilton's volume will enormously help scholars, librarians, and archivists everywhere.

ARTHUR J. O. ANDERSON

Museum of New Mexico

Directory of Photocopying and Microcopying Services. (The Hague, International Federation for Documentation, Nov. 1955. 50 p.)

This international guide to photocopying services provides a key to institutions in 87 countries, from which photographic reproductions or information about where to secure them may be obtained.

The entries are arranged by country in the order of the universal decimal classification. The first entry under each country lists the published national directory of photocopying services when such a directory is available. Next is given the name of a "reference institution" that serves as the clearinghouse for inquiries from abroad. After the "reference institution" come the names of "reproduction services," that is, the institutions or firms that will sell photocopies to purchasers abroad. The scope of the service provided by each such institution is briefly described. The entry for the National Archives, for example, notes: "Reproduces material from its own collections only . . . Subjects covered: records of the Federal Government of the United States from 1774 to 1953." The types of photocopies and sizes that can be furnished are given as also are prices, minimum charges, methods of payment, and a brief general statement of the permission needed for copying. Unfortunately the prices listed are now 2 years old and so will serve the user only as a general guide to what he may expect to pay.

It seems likely that the *Directory* will be of greatest use to the research worker who wants to obtain photocopies from such out-of-the-way places as the Belgian Congo, Nigeria, or Senegambia and who is seeking a knowledgeable institution to which to direct a preliminary inquiry. Also useful is the information given for newer countries such as Israel, where there has been a great expansion of photoduplication service in recent years, and for certain Iron Curtain countries in which a single agency is given official responsibility for dealing with requests from abroad. By now most institutions in Western Europe and the United States are so accustomed to handling requests for photocopies that the researcher will probably be just as well served if he bypasses this *Directory* and writes direct to the institution known to hold the material of interest to him.

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Writings on Archives, Current Records, and Historical Manuscripts, June 1956-May 1957: Part 1

By LESTER W. SMITH

National Archives

THIS annual bibliography is the fifteenth compiled under the auspices of the Committee on Bibliography of the Society of American Archivists. This year's list is being published in two parts. Part one comprises titles published in the United States. Part two, listing titles published in other countries, will appear in the April issue of the *American Archivist*. Certain titles, not yet examined, and omitted from this list, will be included in the bibliography next year.

The content and chronological scope are indicated in the title. In addition, the bibliography includes a few items dated before June 1956 but issued after that date or not available earlier for examination. Like its predecessors, it is a selected list of references and does not include unpublished items, historical documentary publications, reports of libraries and historical institutions giving but a few lines to manuscript accessions, and items appearing in news notes, unless these are unusually important. Record management and pertinent office-management publications are, as before, given careful attention, on a highly selective basis.

The bibliography is classified broadly by subject. An outline of the headings precedes the list. It should be noted that, as in former years, items relating to technical aspects of the use of photography and to the reproduction of research materials are placed in class VIII, while items relating primarily to the use of photography for purposes of original recording and record management are entered in class II A.

Such cross-references as are necessary are provided at the ends of the several sections of the bibliography. The compiler is indebted to Grace Quimby for assistance in compilation and to Julia W. Stickley for typing the manuscript.

- I. General Literature
- II. Filing Techniques and Management of Current Records
 - A. General Discussion
 - B. Machine Techniques in Office Operations and in Information Processing
- III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations
 - A. United States in General and Federal Government

- B. State and Local
- C. Foreign Countries
- D. International Organizations
- IV. Buildings and Equipment for Archival and Manuscript Depositories
- V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts
- VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts
- VII. Arrangement and Description of Records and Historical Manuscripts, Including Published Finding Aids
 - A. General Discussion
 - B. United States in General and Federal Government
 - C. State and Local
 - D. Foreign Countries
- VIII. Application of Photographic Processes to Work With Records and Historical Manuscripts
- IX. Service, Use, and Publication of Records and Historical Manuscripts
- X. Special Physical Types of Records and Historical Manuscripts
- XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Record Officers

I. GENERAL LITERATURE

1. AMERICAN HISTORICAL ASSOCIATION. Index to the writings on American history, 1902-1940. Comp. by David Maydole Matteson, Esther Z. Bailey, and Rose Engleman. Washington, [1956] 1115 p.
2. FORD, FREDERICK W. Some legal problems in preserving records for public use. *American archivist*, 20: 41-47 (Jan. 1957). Paper read at the annual meeting of the Society of American Archivists in Washington, D. C., Oct. 12, 1956. The writer is Acting Assistant Attorney General, Office of Legal Counsel, Department of Justice.
3. METZDORF, ROBERT F. Manuscript collecting for historical societies. *Manuscripts*, 9: 56-61 (Winter 1957). Addressed chiefly to the local historical society.
4. NORTON, MARGARET C. The archivist looks at records management. *Illinois libraries*, 38: 222-233 (Oct. 1956).
5. POSNER, ERNST. What, then, is the American archivist, this new man? *American archivist*, 20: 3-11 (Jan. 1957). Presidential address, read at the annual meeting of the Society of American Archivists at Washington, D. C., Oct. 12, 1956.
6. SMITH, LESTER W., comp. Writings on archives, current records, and historical manuscripts, June 1955-May 1956. *American archivist*, 19: 337-369 (Oct. 1956).
7. TEMPLE, PHILLIPS, and JOHN HARVEY, comps. A directory of library periodicals published in the continental United States. Sponsored by the Library Periodicals Round Table, American Library Association, Pittsburg, Kans. State College Library, 1957. 44 p.
8. U. S. COPYRIGHT OFFICE. General information on copyright. Washington, 1957. 7 p.
9. WILCOX, JEROME K., comp. Bibliography of new guides and aids to public documents use, 1953-1956. New York, Special Libraries Association, 1957. (*SLA Bibliography no. 2.*)

See also : 148.

II. FILING TECHNIQUES AND MANAGEMENT OF CURRENT RECORDS

A. General Discussion

10. BARCAN, ARTHUR. New frontiers in records management. *Journal of accountancy*, 102: 50-54 (Nov. 1956).
11. BARCAN, ARTHUR. Seven sacred cows of clerical routine — do we need them? *Office management*, v. 17, no. 6: 36-37, 61. (June 1956). Discusses four areas of superfluous activity in the office. To be concluded.
12. BASSETT, ERNEST, and PETER L. AGNEW. Business filing. 2d ed. Cincinnati, South-western Publishing Co. [1955]. 170 p.
13. BEASLEY, KENNETH E. Materials on record management. Lawrence, Governmental Research Center, University of Kansas. (*Special Report* no. 72, revision of no. 34.) Reprint of the appendixes in Record survey, County Clerk's Office, Johnson County, by L. C. Kyle and H. M. Mason, published in 1953; with statutory provisions brought up to date.
14. BUCKLEY, EARLE A. How to write better business letters; a practical, step-by-step discussion of the principles involved and the procedure to be followed in the preparation and dictation of successful letters. 4th ed. New York, McGraw-Hill, 1957. 280 p.
15. CONFERENCE ON RECORDS MANAGEMENT, *New York University*, 1956. Proceedings of the third annual Conference on Records Management, Sept. 13-14, 1956. [Planning ahead for paperwork control]. Ed. by H. W. MacDowell [New York], New York University, [1957]. 65 p. (New York University *Business series*, no. 29). Sponsored jointly by the University and the National Records Management Council. Contents. — The golden age of paperwork improvement, by Robert A. Schiff; The effect of electronic data processing on paperwork management, by Edmund D. Dwyer; The use of clerical cost controls in managing paperwork, by Frank M. Knox; Reports of preliminary statements offered at seminar sessions of the Conference. (A. Clerical work measurement and paperwork control; B. Controlling the retention of business records; C. Work simplification applied to paperwork; D. Paperwork and electronic data processing); Marketing methods for records management: presenting new ideas and programs, by William L. Doremus; Electronics equipment on the drawing board, by Alan G. Negus; Random access memory, by William F. Ahern.
16. CROCKER, HOWARD W., and KENNETH L. BROCK. Building a records filing system for New York State Schools. *American archivist*, 19: 249-260. (July 1956). The authors are staff members of the Division of Archives and History, New York State Department of Education.
17. DARTNELL CORPORATION. Successful office manuals, how companies in various lines of business are improving the office manual. A Dartnell management report. Edited by F. C. Minaker. Chicago, [1957?]. 50 l. (*Report* no. 607).
18. DOCUMENTATION IN ACTION. By Jesse H. Shera, Allen Kent, James W. Perry. Based on 1956 Conference on Documentation at Western Reserve University. New York, Reinhold Pub. Corp., 1956. 471 p.
19. DOYLE, PETER J. The alphabetical name index. *Office magazine*, v. 43, no. 6: 74-77 (June 1956). A description of the alphabetical name index in use in the Department of Agriculture.
20. HAY, ROBERT D., and RAYMOND V. LESIKAR. Business report writing. Homewood, Ill., R. D. Irwin, 1957. 352 p.
21. HERMANN, IRVIN A. Manual of office reproduction; reproduction processes systems duplicating, imprinting methods. *Office*, v. 44, no. 6 (Nov. 15, 1956). 210 p. The author is administrator of systems and procedures at Serval, Inc., Evansville, Ind. This manual is 3d revised and expanded ed.; earlier editions were published in *Office* in 1946 and 1951.

22. MANSBRIDGE, STANLEY H. An index form for file registration. *Office*, 44:91-94 (Nov. 1, 1956).
23. MITCHELL, THORNTON W. The Illinois record management survey. *American archivist*, 20:119-130 (Apr. 1957). Paper read as a "Progress report" at the annual meeting of the Society of American Archivists in Washington, D. C., Oct. 11, 1956. The writer was director of the Illinois survey undertaken by the National Records Management Council and its consultant service, Naremcu.
24. NATIONAL OFFICE MANAGEMENT ASSOCIATION. The simplified letter; what, why, how. Philadelphia, NOMA, [1957?]. [4] p.
25. OLSON, HARRY E. Record keeping for small businesses and other enterprises. Vermillion, S. D., Business Research Bureau, School of Business Administration, University of South Dakota, [1956]. 58 p.
26. SADAUSKAS, WALLACE B. Manual of business forms. New York, Office Publications Co. [1955]. 194 p.
27. SHIFF, ROBERT A. Paperwork control in the coming era of automation. [Reprinted from] *Office management*, yearbook issue, 1957. [4] p. Stresses the even greater need for integration of office functions with the coming of automation.
28. SHIFF, ROBERT A. Protect your records against disaster. *Harvard business review*, v. 34, no. 4:73-84 (July-Aug. 1956).
29. SHURTER, ROBERT L. Written communication in business. N. Y., McGraw-Hill Book Co., 1957. 550 p.
30. U. S. CONGRESS. HOUSE. GOVERNMENT OPERATIONS COMMITTEE. To simplify accounting, facilitate the payment of obligations, and for other purposes. Hearings before a subcommittee of the Committee on Government Operations, House of Representatives, Eighty-fourth Congress, second session, on H. R. 9593, H. R. 7658, and H. R. 7688 . . . March 27, 1956. Washington, 1956. 39 p.
31. U. S. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* An administrative issuances program. [Washington, 1957]. 15 p. Meeting of May 17, 1957. Speakers: Hazel Guffy, Budget Bureau; James Iler, Forest Service.
32. U. S. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Annual business meeting; Wayne C. Grover, Introduction of motion picture film, "Your National Archives"; Joseph D. Cooper, How to communicate policy and procedure. [Washington, 1956]. 10 p. Proceedings of meeting of June 15, 1956.
33. U. S. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Correspondence management 1957. [Washington, 1957]. 17 l. Meeting of Jan. 18, 1957. Speakers: Lloyd L. Turner, Convair, Fort Worth, Texas, "The ABC of Clear Writing"; Robert H. Bahmer, National Archives, "Improving Uncle Sam's Letters."
34. U. S. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Do's and don'ts of records management — a challenge. [Washington, 1957]. 14, 2 p. Meeting of June 14, 1957. Speaker: John P. H. Dethman, Ford Motor Co. Also brief annual business meeting.
35. U. S. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Forms management, 1956. [Washington, 1956]. 21 p., [9 l.] Meeting of Oct. 19, 1956. Speakers: S. W. Craggs, Veterans' Administration, "Elements of a good forms management program"; E. F. Adams, "Advantages accruing to an organization through forms management."
36. U. S. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* The world's largest bookkeeping system. [Washington, 1957]. 11 p. Meeting of Feb. 15, 1957. Speaker: James J. O'Beirne, Bureau of Old-Age and Survivors Insurance.
37. U. S. LIBRARY OF CONGRESS. PROCESSING DEPARTMENT. Filing rules for the dic-

- tionary catalogs of the Library of Congress. [Rev. ed. of the 1945 Filing manual]. Washington, 1956. 187 p.
38. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. Agency mail operations. [Washington, 1957]. 47 p. (*Records management handbook. Managing mail*).
 39. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. RECORDS MANAGEMENT DIVISION. Passport paperwork project, October 1956. [Washington, 1956]. 11 p. Describes paperwork simplification accomplished by the National Archives and Records Service and the Department of State for the Passport Office.
A report is also contained in Senate Report No. 1604, 84th Congress, 2d session.
 40. U. S. NAVY DEPARTMENT. NAVY MANAGEMENT OFFICE. Writing Out Loud. [Washington, 1956]. 20 p.
 41. U. S. TECHNICAL COMMITTEE ON INDUSTRIAL CLASSIFICATION. Standard industrial classification manual. Washington, 1957. 433 p. This classification is sometimes used in arranging records.
 42. U. S. VETERANS' ADMINISTRATION. The winning letter; common sense about writing to people. Washington, [1957]. 28 p. (*VA Pam.* 5-20).
 43. WEEKS, BERTHA M. How to file and index. Rev. ed. New York, Ronald Press, [1956]. 306 p.
 44. WHEELER, MARTHA THORNE. Indexing; principles, rules and examples. 5th ed. Albany, New York State Library, 1957. 78 p.
 45. YOUNG, ARTHUR E. Paperwork management in government. Lawrence, Kansas, University of Kansas, 1956. 4 p. (*Your government*, v. 12, no. 3, Nov. 15, 1956). Explores the scope of the paperwork problem in today's Government and the progress being made in alleviating this problem; outlines the basic elements of an effective paperwork management program.

See also 4, 87, 89, 136, 143.

II. B. Machine Techniques in Office Operations and in Information Processing

46. ACTIVITY in records disposition by BUSANDA. *Navy management review*, v. 1, no. 11:1-2 (Dec. 1956).
47. ADAMS, SCOTT. Library communication systems. *Library trends*, 5:206-215 (Oct. 1956).
48. AMERICAN BANKERS ASSOCIATION. BANK MANAGEMENT COMMISSION. Magnetic ink character recognition; the common machine language for check handling. New York, 1956. 32 p. Automation of bank operating procedure.
49. AMERICAN MANAGEMENT ASSOCIATION. Engineering for paperwork control, including a paper on integrated procedures control. New York, [1956]. 56 p. (*Office management series*, no. 143). "Material . . . presented at the Office Management Conference of the American Management Association held at . . . New York City, October 15-17, 1956."
50. AMERICAN MANAGEMENT ASSOCIATION. Establishing an integrated data-processing system: blue-print for a company program. New York, [1956]. 183 p. (*Special report* no. 11).
51. AMERICAN UNIVERSITY. SCHOOL OF GOVERNMENT AND PUBLIC ADMINISTRATION, Washington, D. C. Federal payroll processing on electronic computers; a survey by a graduate class in problems of automatic data processing systems. Washington, 1957. Presents a brief history of the conversion of payroll systems in several Federal Government agencies and the Southern Railway System to automatic data processing machines. Concludes with a general study of industry experience in this field.
52. BECKER, ESTHER R., and EUGENE F. MURPHY. The office in transition; meeting the problems of automation. [New York, Harper, 1957]. 190 p.

53. BLASINGAME, RALPH. Gadgets: miscellanea, but not all trivia. *Library trends*, 5:239-243 (Oct. 1956).
54. COLUMBIA UNIVERSITY. WATSON SCIENTIFIC COMPUTING LABORATORY. Bibliography on the use of IBM machines in science, statistics and education, comp. by Joyce Alsop, Anne T. Flanagan, and Eric V. Hankam. [New York], International Business Machines Corp., 1956. 81 p.
55. DAWSON, JOHN M. Duplicating machines. *Library trends*, 5:256-264 (Oct. 1956).
56. DIEBOLD [JOHN], AND ASSOCIATES, INC., *New York*. Automatic data processing: equipment reports. Chicago, Cudahy Pub. Co., [1956]. 1 v. (loose-leaf).
57. DIEBOLD [JOHN], AND ASSOCIATES, INC., *New York*. Automatic data processing: methods reports [and orientation]. Chicago, Cudahy Pub. Co., [1956]. 1 v. (loose-leaf).
58. EUSTIS, WILLIAM. Primer to the automatic office; contributions by William Eustis, Gilbert Dresser, Franklin Wyman, Jr., and William Alden. Westboro, Mass., Automation Management, Inc., 1956. 93 p. Based on a report: The automatic office.
59. FAIRBANKS, RALPH W. Successful office automation. Englewood Cliffs, N. J., Prentice-Hall, 1956. 355 p.
60. GEER, HELEN T. Charging machines. *Library trends*, 5:244-255 (Oct. 1956).
61. GOTTESMAN, JEROME, and EDWARD GOTTESMAN. Machines, documentation, and automatic coding. *American documentation*, 8:129-133 (Apr. 1957).
62. HARDKOPF, JEWEL C. Office machines and appliances. *Library trends*, 5:225-238 (Oct. 1956). The author is management analyst at Brooklyn Public Library.
63. MOORE, CHARLES N., and THOMAS N. HUMBLE. Electronics in business management. University, Ala., Bureau of Business Research, School of Commerce and Business Administration, University of Alabama, 1956. 82 p. Bibliography: p. 76-82.
64. TAUBE, MORTIMER. Machine retrieval of information. *Library trends*, 5:301-308 (Oct. 1956).
65. TROTIER, ARNOLD H. Introduction [to special issue on mechanization in libraries]. *Library trends*, 5:191-192 (Oct. 1956).
66. U. S. NAVY DEPARTMENT. Electronic data processing in Navy bureaus and offices. [Washington, 1957]. 19, 7 p. *Navy management review*, vol. 2, no. 4 (Apr. 1957): Enclosures 1 & 2. Enclosure 2 is entitled "EDP in Navy expands at rapid pace."
67. VITZ, CARL. Transportation equipment. *Library trends*, 5:216-224 (Oct. 1956).
68. VOIGHT, MELVIN J. The trend toward mechanization in libraries. *Library trends*, 5:193-205 (Oct. 1956).
69. WALLACE, FRANK. Appraising the economics of electronic computers; an approach for a company to determine the feasibility of acquiring a computer. Prepared for Controllership Foundation, Inc. New York, Controllership Foundation, 1956. 106 p.

See also: 149.

III. HISTORY, ORGANIZATION, AND CURRENT ACTIVITIES OF ARCHIVAL AGENCIES, MANUSCRIPT DEPOSITORIES, AND RELATED ORGANIZATIONS

A. United States in General and Federal Government

70. AMERICAN HISTORICAL ASSOCIATION. Annual report for the year 1955. v. 1. Proceedings. Washington, [1957]. 49 p. Of particular interest are the reports of the executive secretary and managing editor, Boyd C. Shafer, p. 8-12; the Committee on Documentary Reproduction, p. 27-30; the Committee on the *Guide to historical literature*, p. 30; the Committee on the Historian and the Federal Government, p. 31-32; the Committee on the Littleton-Griswold Fund,

- p. 36-37; and the representative to the National Historical Publications Commission, p. 42-43.
71. BEERS, HENRY PUTNEY. The French in North America; a bibliographical guide to French archives, reproductions, and research missions. Baton Rouge, La., Louisiana State University Press, 1957. 426 p. Bibliography: p. 279-350. "A history of the activities of American and Canadian institutions, historians and others connected with the procurement of reproductions in the form of transcripts, photostats, and microfilm from French archives and manuscript collections." [Pref.] Traces the origins of the various missions, describes the reproductions obtained and presents the story of the documentary compilations that resulted.
 72. HILTON, RONALD, *ed.* Handbook of Hispanic source material and research organizations in the United States. 2d ed. Stanford, Stanford University Press, 1956. 448 p.
 73. LELAND, WALDO GIFFORD. John Franklin Jameson. *American archivist*, 19:195-201 (July 1956). This paper was read at the National Archives on Dec. 28, 1955, on the occasion of the presentation by the American Historical Association to the National Archives of a bronze plaque of Dr. Jameson.
 74. THE LEWIS and Clark papers decision. *Manuscripts*, 9:2-18 (Winter 1957). Text of Judge Gunnar H. Nordbye's decision of Oct. 8, 1956, with procedural matter deleted.
 75. MANUSCRIPT SOCIETY. Directory. New York, 1956. 56 p.
 76. ON THE LIBRARY of Congress' policy of soliciting local manuscripts. *Manuscripts*, 9:63-64 (Winter 1957). Reproduces part of text of statement by L. Quincy Mumford, Librarian of Congress.
 77. ROWLAND, BUFORD. Recordkeeping practices of the House of Representatives. *National Archives accessions*, no. 53:1-19 (Jan. 1957).
 78. SOCIETY OF AMERICAN ARCHIVISTS. Minutes of the Council, May 29, 1956. *American archivist*, 19:370-373 (Oct. 1956).
 79. SOCIETY OF AMERICAN ARCHIVISTS. Reports for the year 1955-56. *American archivist*, 20:57-66 (Jan. 1957). Minutes of the Council, Oct. 10, 1956, and Oct. 12, 1956; Report of the secretary for the year 1955-56; Report of the Committee on Professional Standards and Training.
 80. SOCIETY OF AMERICAN ARCHIVISTS. COMMITTEE ON STATE ARCHIVES. Reports, 1956. [Atlanta, Ga., 1956]. 1 vol. (various pagings).
 81. UNITED STATES, *appellant*. . . . United States of America, appellant, vs. First Trust Company of Saint Paul . . . , appellee, and Minnesota Historical Society [and others], appellees. On appeal from the United States District Court, District of Minnesota, Third division. Brief for the United States. [n. p., n. d.]. 90 p. (In the United States Court of Appeals for the Eighth Circuit. No. 15744, Civil).
 82. U. S. ADJUTANT GENERAL'S OFFICE. DEPARTMENTAL RECORDS BRANCH. Standing operating procedures. Washington, 1956-57. 11 vols. (looseleaf).
A revision of a comprehensive manual of archival procedures, the first edition of which was published in 1954-55. *Contents*.—Sec. 1, Organization and functions; Sec. 2, Administrative management procedures; Sec. 3, Security, service, and supply procedures; Sec. 4, Accessioning and disposition procedures; Sec. 5, Reference procedures; Sec. 6, Microfilming procedures; Sec. 7, Administration of captured records; Sec. 8, Rules for subject cataloging; Sec. 9, Preparation of finding aids; Sec. 10, Glossary; Sec. 11, Forms supplement; Sec. 0, General explanation and index.
 83. U. S. CONGRESS. HOUSE. APPROPRIATIONS COMMITTEE. Independent offices appropriations for 1958. Hearings . . . 85-1. Pt. 2. Washington, 1957. 855-1981 p. Hearings on the National Archives and Records Service appear on p. 1090-1116.
 84. U. S. CONGRESS. HOUSE. ARMED SERVICES COMMITTEE. Commercial use of Selec-

- tive Service forms. Report and hearings . . . 84-2, under the authority of *H. Res.* 112. Washington, 1956. 3025-3102 p.
85. U. S. CONGRESS. HOUSE. GOVERNMENT OPERATIONS COMMITTEE. Amending the Federal Property and Administrative Services Act of 1949, as amended. Hearing . . . 85-1 on *H. R.* 8795 . . . July 29, 1957. Washington, 1957. 12 p.
 86. U. S. CONGRESS. HOUSE. HOUSE ADMINISTRATION COMMITTEE. National Historical Publications Commission. Hearings . . . 85-1 on *H. J. Res.* 233 . . . June 5, 1957. Washington, 1957. 52 p.
 87. U. S. CONGRESS. HOUSE. HOUSE ADMINISTRATION COMMITTEE. Paperwork management. Pt. 1 — Forms management. Hearings . . . 84-2 pursuant to *H. Res.* 262, a resolution authorizing a study of Federally operated printing services and Government paperwork in general. Apr. 30-May 10, 1956. Washington, 1956. 74 p.
 88. U. S. CONGRESS. HOUSE. HOUSE ADMINISTRATION COMMITTEE. Paperwork management and printing facilities in the United States Government. Washington, 1956. 2 pts. (84-2, *H. Rept.* 2945). Pt. 1: Forms management; Pt. 2: Publications management.
 89. U. S. CONGRESS. HOUSE. HOUSE ADMINISTRATION COMMITTEE. Procurement and supply of paper for printing, duplicating, and office use in the United States Government (including staff study). Hearing . . . 85-1. Washington, 1957. 122 p.
 90. U. S. CONGRESS. SENATE. A bill to amend the Federal Property and Administrative Services Act of 1949, as amended, and for other purposes. [Washington, 1957]. 2 p. (85-1, *S.* 1036).
 Introduction by Humphrey. Main change would be to "direct and effect the transfer to the National Archives of any records of any Federal agency that have been in existence for more than fifty years and that are determined by the Archivist to . . . warrant . . . preservation" (unless the head of the agency certifies they are needed for current business).
 91. U. S. CONGRESS. SENATE. GOVERNMENT OPERATIONS COMMITTEE. Federal Property and Records Management. Hearing . . . 85-1 on *S.* 2231, *S.* 1754, and *S.* 2533 . . . July 11, 1957. Washington, 1957. 76 p.
 92. U. S. LAWS, STATUTES, ETC. An act to amend the Federal Property and Administrative Services Act of 1949, as amended, and for other purposes. [Washington, 1957]. 1 p. (*Pub. law* 85-51, 85th Cong.).
 This act directs the transfer to the National Archives of any records of a Federal agency that are judged to be of historical importance and are more than 50 years old unless the head of the issuing agency shall certify in writing that they must be retained in his custody for use in conducting the regular current business of his agency.
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 The report favoring this act was issued as 85th Cong., 1st sess., *H. Rept.* 811. [Washington, 1957]. 2 p.
 94. U. S. LIBRARY OF CONGRESS. [Statement on marking its manuscripts]. *American archivist*, 19: 375 (Oct. 1956). After a study of permanent, indelible, and somewhat transparent inks the Library of Congress began the work of stamping a property mark on its manuscripts. The statement was published earlier in the Library's *Information Bulletin*.
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 96. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. Annual report, from the annual report of the Administrator of General Services for the year ending June 30, 1956. Washington, 1957. 18 p.

See also: 30, 32, 38, 39, 97, 129, 130, 214, 218, 225, 229, 233, 234, 235, 236, 237.

III. B. State and Local

97. AMERICAN ASSOCIATION FOR STATE AND LOCAL HISTORY. Association protests Library of Congress' active solicitation of local and State manuscripts. *History news*, 11:8-84 (Sept. 1956). The text of two letters exchanged between the Secretary of the Association and the Librarian of Congress, together with the text of "Library of Congress acquisition policy No. 19. Manuscripts—originals—personal papers. United States."
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99. CROCKER, HOWARD W. The New York State local record program. *American archivist*, 20:31-40 (Jan. 1957). Paper read at a dinner on Oct. 10, 1956, sponsored by the Committee on State records, the evening before the annual meeting of the Society of American Archivists, in Washington, D. C.
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101. DEPAUW UNIVERSITY. Annual report, Archives of Depauw University and Indiana Methodism, 1956-1957. Greencastle, Ind., [1957]. [5] p.
102. EDDY, HENRY H. Reports of State archivists. *American archivist*, 20:13-18 (Jan. 1957). The author has been State records officer and chief of the Public Records Division, Pennsylvania Historical and Museum Commission, since 1948.
103. IOWA. HISTORY AND ARCHIVES DEPARTMENT. Thirty-third biennial report, July 1, 1954, to June 30, 1956. Des Moines, [1956]. 18 p. Manuscript collections are listed on p. 15-17.
104. JONES, LOUIS C. A decade of history, 1947-1956; the director's report. *New York history*, 28:53-113 (Jan. 1957). This tenth annual report is a survey of the history and activities of the New York State Historical Society for the decade.
105. LOUISIANA. LAWS, STATUTES, ETC. An act to create a State Archives and Records Commission and to define the powers and duties thereof; to create and establish an Archives and Records Service and define the objectives and responsibilities thereof; to authorize a State Archives and Records Center; and to outline the duties of the State and local officials with regard to the management of records and archives. [Baton Rouge, 1956]. [4] p. (*Act* no. 337 of 1956. *House bill* no. 1075). Approved July 10, 1956.
106. MCNEIL, DONALD R., ed. The American collector. Madison, State Historical Society of Wisconsin, 1955. 61 p. Describes the Draper collection and the recent collecting policies of the society, including the establishment of regional depositories.
107. MARGARET C. NORTON: a brief biography of the founder of the Illinois Archives. *Illinois libraries*, 39:107-108 (Apr. 1957). Miss Norton retired Apr. 15, 1957.
108. MARYLAND. HALL OF RECORDS. Twenty-first annual report of the archivist, for the fiscal year July 1, 1955, through June 30, 1956. [Annapolis, 1957]. 62 p.
109. NATIONAL ASSOCIATION OF STATE LIBRARIES. The role of the State library. *Illinois libraries*, 38:201-203 (Oct. 1956). A policy statement, reprinted from pamphlet issued by the Association in Jan. 1956. Contains, p. 202 and 203, a statement on policy with regard to archives and State historical programs.
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111. NORTH CAROLINA. ARCHIVES AND HISTORY DEPARTMENT. The archives. Raleigh, 1956. 8 p.
112. NORTH CAROLINA. ARCHIVES AND HISTORY DEPARTMENT. Records management in North Carolina. Raleigh, 1957. [8] p.
113. NORTH CAROLINA. ARCHIVES AND HISTORY DEPARTMENT. Twenty-sixth biennial report, 1954-1956. Raleigh, 1956. 95 p. Mentions, on p. 6, Chapter 543, *Session laws of 1955*, redefining and restating the duties and functions of the

Department, the major changes being the transfer to the Department of the historic site function formerly lodged in the Department of Conservation and Development.

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116. SKORDAS, GUST. Report on salaries in the States and Territories of the United States. This is the third report in: Society of American Archivists. Committee on State Archives. *Reports*, 1956. [Atlanta, Ga., 1956].
117. SOCIETY OF AMERICAN ARCHIVISTS. COMMITTEE ON STATE ARCHIVES. Comparative study of State and U. S. Territorial laws governing archives, comp. by Mrs. Mary Givens Bryan, chairman, . . . and director, Georgia Dept. of Archives and History, 1956. [n. p., n. d.]. 1 vol. (unpaged).
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119. TAYLOR, FRANK J. Herbert Hoover's "Operation pack rat." *Reader's digest*, v. 70, no. 422: 108-112 (June 1957). Discusses the Hoover Institute and Library on War, Revolution, and Peace. Condensed from "Hunting the treasures of history; Herbert Hoover's Library," *Saturday review of literature*, v. 40, no. 18: 18-19 (May 4, 1957).
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121. VIRGINIA. STATE LIBRARY. Report for the year ending June 30, 1956. Richmond, 1957. 15 p. The report of the Archives Division appears on p. 8-10.
122. WASHINGTON (STATE). GENERAL ADMINISTRATION DEPARTMENT. Biennial report, 1954-1956. Olympia, 1956. 27 p. First report. (The Dept. was formerly the Dept. of Public Instruction.) Report of Division of Archives, by R. C. Nesbit, on p. 23-27.
123. WASHINGTON (STATE). LAWS, STATUTES, ETC. An act relating to public records; and repealing sections 1 through 7, chapter 38, laws of 1909 . . . [n. p., n. d.]. 6 p. Enacted as *Ch. 246, Laws of 1957*.
124. WISCONSIN. STATE HISTORICAL SOCIETY. Proceedings, 1955-1956. Madison, 1956. 54 p. *Partial contents*. — Director's report, by Clifford L. Lord, p. 5-10; The Archives Division, by Jesse E. Boell, p. 34-37; Research Division, by Alice E. Smith, p. 38-40; The McCormick collection, by Lucille O. Kellar, p. 40-41.
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See also: 80, 188.

III. C. Foreign Countries

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127. EPSTEIN, FRITZ T. Archives administration in the Soviet Union. *American archivist*, 20: 131-145 (Apr. 1957). Paper read at the annual meeting of the Society of American Archivists in Washington, D. C., Oct. 11, 1956. The author is Central European specialist at the Library of Congress.
128. HORECKY, PAUL L. Archives of Yugoslavia, Czechoslovakia, and Bulgaria. *American archivist*, 20: 147-154 (Apr. 1957). Paper read at the annual meeting of the Society of American Archivists in Washington, D. C., Oct. 11, 1956. The author is East European area specialist in the Library of Congress.
129. LESAGE, JEAN. The Alexander Graham Bell Museum: a tribute to genius. A Canadian memorial reveals new facts about the work of the American scientist.

National geographic magazine, 110:227-256 (Aug. 1956). The Museum, in Baddeck, Nova Scotia, where Bell lived, has on microfilm as complete a collection as possible of Bell's notebooks and other papers, which are deposited with the National Geographic Society.

130. U. S. LAWS, STATUTES, ETC. Joint resolution transferring to the Commonwealth of Puerto Rico certain archives and records in possession of the National Archives. [Washington, 1957]. 1 p. (85th Cong., *H. J. Res.* 275) (71 Stat. 400).
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See also: 225.

III. D. International Organization

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IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

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134. GONDOS, VICTOR. The era of the Woodruff file. *American archivist*, 19:303-320 (Oct. 1956). This article is part of a longer study of the historical development of filing equipment from the beginning of the Federal Government through the early decades of the twentieth century, presented on Apr. 20, 1956, at a session of the National Archives seminar on record keeping practices.
135. How the records fared at Yucca Flats. *Weston's record*, v. 32, no. 2:10-11 (1957). A-blast effect on records and equipment as found in the study included in "Operation Teapot," May 1955. Includes a chart. (*See also* item 133).
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V. APPRAISAL, ACCESSIONING, AND DISPOSAL OF RECORDS AND HISTORICAL MANUSCRIPTS

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139. HOLMES, OLIVER W. [Describing records to facilitate appraisal]. Transcript of training lecture no. 25 on General Services Administration Manual GS, Federal Records Management, Vol. GS 7-2, Records Centers, at the Federal Records Center, Alexandria, Virginia, Oct. 17, 1956. Section 206.00. Washington, [1957]. 11 p.

140. RECORDS CONTROLS, INC. Retention and preservation of records, with destruction schedules. 5th ed. Chicago, 1956. 46 p.
141. SCHELLENBERG, THEODORE R. The appraisal of modern records. Washington, 1956. 46 p. (National Archives, *Bulletin* no. 8).
142. U. S. FEDERAL POWER COMMISSION. Regulations to govern the preservation of records of public utilities and licensees. Apr. 1, 1957. Washington, 1957. 27 p.
143. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. FEDERAL REGISTER DIVISION. Guide to record retention requirements. Revision as of Jan. 1, 1957. *Federal Register*, 22:2447-2502 (Apr. 11, 1957, pt. 2). Published as Appendix A to Title I of the *Code of Federal Regulations*, and "as a guide to legal requirements [relating to the retention of records by the public] that appear to be in effect as of January 1, 1957."

See also: 76, 218.

VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

144. CHICAGO panel on preservation of manuscripts. *Manuscripts*, 8:235-236 (Summer 1956).
145. LAWRENCE, VIRGINIA N. The case against plastic tape. *Manuscripts*, 8:233-234 (Summer 1956).
146. MINOGUE, ADELAIDE E. The use of transparent plastics for the protection of manuscripts. *Manuscripts*, 8:207-209 (Summer 1956). A brief discussion of the use of plastic envelopes for individual manuscripts, by a former member of the National Archives staff.
147. UNROLLING the past; with an assist from the physical sciences, the Dead Sea Scrolls have been opened. Here's how. *Chemical and engineering news*, 34:4254-4259, 4330-4331 (Sept. 3, 1956). p. 4330-4331 are pictures.

See also: 28, 243.

VII. ARRANGEMENT AND DESCRIPTION OF RECORDS AND HISTORICAL MANUSCRIPTS, INCLUDING PUBLISHED FINDING AIDS

A. General Discussion

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149. TAUBE, MORTIMER, and associates. Studies in coordinate indexing, v. 3 and 4. [Washington, D. C.] Documentation, Inc., 1956, 1957. 165 p., 129 p. v. 4 bears the special title, "The mechanization of data retrieval."
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See also: 41, 54, 64, 139.

VII. B. United States in General and Federal Government

151. ARMSTRONG, MAURICE W., LEFFERTS A. LOETSCHER, and CHARLES A. ANDERSON. The Presbyterian enterprise; sources of American Presbyterian history. Philadelphia, Westminster Press, 1956. 336 p.

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153. CANEDO, LINO G. Some Franciscan sources in the archives and libraries of America. *Americas*, 13: 141-174 (Oct. 1956).
154. GATZKE, WILHELM. The Streseman papers. *Journal of modern history*, 26: 49-59 (Mar. 1954). Describes 78 rolls of microfilm in the National Archives.
155. GUMM, CLARK L. The foundation of land records. *Our public lands*, v. 7, no. 2: 4-5, 12-14 (Oct. 1957). This article gives a detailed description of the public land records of the Bureau of Land Management, together with a brief historical sketch of the development of the system. The thirteen Colonies and the States of Kentucky, Maine, Vermont, West Virginia, Tennessee, and Texas were never part of the national public domain. The records of public lands in Ohio, Illinois, and Indiana have been transferred to the National Archives; records of the other States that have or have had lands in the national public domain remain in the Bureau of Land Management.
156. HARWELL, RICHARD. More Confederate imprints. Richmond, Virginia State Library, 1957. 2 vols. *Contents*.—v. 1: Official publications; v. 2: Unofficial publications. A supplement to Marjorie Lyle Crandall's Confederate imprints, published by the Boston Athenaeum in 1955.
157. HAYES, JOHN D. The papers of naval officers: where are they? *Military affairs*, 20: 102-103 (Summer 1956).
158. HEILBRON, BERTHA L. Matthew Brady's portraits of prominent Minnesotans. *Minnesota history*, 35: 130-132 (Sept. 1956). Describes in part Brady photographs in the National Archives.
159. KINCAID, ELBERT A. *comp.* Carter Glass papers; selective inventory with special reference to material concerning the Federal Reserve System, compiled by Elbert A. Kincaid and others, for the Committee on the History of the Federal Reserve System. Charlottesville, Va., University of Virginia, 1954. 614 p. Processed. A partial catalog of the papers, with emphasis on their economic aspects, it represents the first comprehensive examination of the Glass papers made since they were given to the University of Virginia by the Glass family in 1947.
160. MUNDEN, KEN. Cataloging rules in the Departmental Records Branch. *American archivist*, 19: 291-302 (Oct. 1956). The author is assistant chief of the Departmental Records Branch of the Adjutant General's Office. His paper is a revision of a lecture delivered before the First Institute on the Preservation and Administration of Archives: Advanced, at Alexandria, Va., July 12, 1955. (The institute, conducted by Ernst Posner, was organized by the American University in cooperation with the National Archives and Records Service and the Maryland Hall of Records).
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162. NEW MEXICO UNIVERSITY LIBRARY. Manuscripts and records in the University of New Mexico Library, by Albert James Diaz. Albuquerque, 1957. [54] p.
163. RULES SERVICE COMPANY, *Washington, D. C.* A word cross-index for all Civil air regulations, Civil aeronautics manuals, and Special civil air regulations. Washington, 1956. 122 p.
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166. U. S. NATIONAL ARCHIVES. Maps in the Cartographic Records Branch of the National Archives. [Washington, 1956]. Folder.
167. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Bureau of Entomology and Plant Quarantine (Record group 7). Comp. by Harold T. Pinkett. Washington, 1956. 24 p. (*Preliminary inventory* no. 94).
168. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Central Bureau of Planning and Statistics (Record group 51). Comp. by Gaiselle Kerner. Washington, 1957. 15 p. (*Preliminary inventory* no. 98).
169. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Federal Communications Commission (Record group 173). Comp. by Albert W. Winthrop. Washington, 1956. 21 p. (*Preliminary inventory* no. 93).
170. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the House of Representatives Select Committee to Investigate Real Estate Bondholders' Reorganizations, 1934-38 (Record group 233). Comp. by José D. Lizardo. Washington, 1956. 14 p. (*Preliminary inventory* no. 96).
171. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Office of the Postmaster General (Record group 28). Comp. by Arthur Hecht. Washington, 1957. 16 p. (*Preliminary inventory* no. 99).
172. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the Price Department of the Office of Price Administration (Record group 188). Comp. by Meyer H. Fishbein, Walter W. Weinstein, and Albert W. Winthrop. Washington, 1956. 272 p. (*Preliminary inventory* no. 95).
173. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the United States Shipping Board (Record group 32). Comp. by Forrest R. Holdcamper. Washington, 1956. 165 p. (*Preliminary inventory* no. 97).

See also: 72, 77, 189, 214, 245.

VII. C. State and Local

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175. BANNON, JOHN F. The St. Louis University collection of Jesuitica Americana. *Hispanic American Historical Review*, 37:82-88 (Feb. 1957). Describes the collection, on microfilm, drawn chiefly from Spanish and Roman archives but also from Mexican and German sources.
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180. DRAKE, THOMAS E. The Quaker Collection at Haverford. [Haverford, Pa.], Haverford College, 1956. 12 p. From the annual report of the Curator to the Corporation of Haverford College, 1954-55.
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- Fincastle; proceedings of the county committees, 1774-1776. Richmond, Virginia State Library, 1956. 127 p.
183. HAWES, LILLA M., *ed.* The papers of Lachlan McIntosh, 1774-1799. *Georgia historical quarterly*, 40:152-189 (June 1956). Continues the description of the McIntosh papers in the Georgia Historical Society collections.
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187. MCDANIEL, JANE G. Julius A. Skilton papers. *Hispanic American historical review*, 36:342-344 (Aug. 1956). Description of the papers of Julius Augustus Skilton given to the Cornell University Collection of Regional History. Skilton was at one time U. S. consul in Mexico.
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189. NEW YORK. STATE LIBRARY, *Albany*. New York State and Federal census records; an inventory (rev. 1956) prepared by Edna L. Jacobsen. Albany, University of the State of New York Press, 1957. 7 p. (*Bibliography bulletin* 81).
190. PHILADELPHIA. RECORDS DEPARTMENT. Guide to the municipal archives of the City and County of Philadelphia. Comp. by Charles E. Hughes, jr., and Allan Weinberg. 1st ed. Philadelphia, 1957. (Unpaged).
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See also: 106, 208, 239.

VII. D. Foreign Countries

196. BEYERLY, ELIZABETH. The documentation of Western science in the Soviet Union. *American documentation*, 8:98-102 (Apr. 1957).
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- 1956). This is a revision of a paper read before the Pacific Coast Branch of the American Historical Association at Stanford University in December 1951.
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- See also:* 153, 154, 186, 194.

VIII. APPLICATION OF PHOTOGRAPHIC PROCESSES TO WORK WITH RECORDS AND HISTORICAL MANUSCRIPTS

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202. BENBROOK, C. H. The Diazotype process. *American documentation*, 8: 81-88 (Apr. 1957).
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204. DE VALINGER, LEON, JR. Microfilming and preservation of public records. [n. p., n. d.]. [9] p. Reprinted from National Association of Secretaries of State, *Proceedings of the thirty-ninth annual conference*, 1956. An address delivered at Carmel, Calif.
205. DOWNS, ROBERT B. Libraries in miniscule. *College and research libraries*, 18: 13-18 (Jan. 1957). Describes microreproduction projects undertaken by various libraries, universities, archives, publishing firms, etc.
206. FLEMER, H. F., and ATHERTON SEIDELL. The FS microfilm camera. *American documentation*, 8: 127-128 (Apr. 1957). A new microfilm copying camera developed to simplify and provide less costly equipment for moderate scale microfilm copying.
207. HOMSHER, LOLA M. Survey on microphotography in the States and Territories of the United States. This is the second report in: Society of American Archivists, Committee on State Archives, *Reports*, 1956. [Atlanta, Ga., 1956].
208. JONES, JAMES V., and LOWRIE J. DALY. Vatican Library at St. Louis. *Library journal*, 82: 914-916 (Apr. 1, 1957). Describes the Vatican film library at St. Louis University.
209. LEWIS, CHESTER M., and WILLIAM H. OFFENHAUSER. Microrecording; industrial and library applications. New York, Interscience Publishers, [1956]. 456 p. Includes bibliographies.
210. MORKISCH, ERWIN F. Detection by photography. *Manuscripts*, 8: 313-314 (Fall 1956). Decipherment of the over-inked passages of the manuscript journal of Fanny Stevenson, wife of Robert Louis Stevenson, by the Huntington Library's Department of Photographic Reproductions, of which Mr. Morkisch is in charge.
211. REUTER, H. G. Development of the RCA Electrofax microfilm enlarger. *Photographic engineering*, 7: 73-81 (1956). Gives details of Bureau of Aeronautics system for storing microfilmed engineering drawings as inserts in standard punched-coded cards.
212. THOMAS, EARL J. From old records to new. *Our public lands*, v. 7, no. 2: 6-7, 15 (Oct. 1957). A description of the Bureau of Land Management's new program for reconstructing its records. Of special interest is the Control Docu-

ment Index, already completed and consisting of more than four million cards. This index consists of microfilm images of patents and other control documents that are mounted in apertures cut into machine tabulating cards.

213. U. S. CONGRESS. HOUSE. A bill to limit the acquisition and use by civilian agencies of the Federal Government of equipment for reproducing documents, drawings, papers, and so forth, on sensitized materials. [Washington, 1957]. 3 p. (85-1, H. R. 5144). Military and classified materials are exempt.
214. U. S. CONGRESS. HOUSE. HOUSE ADMINISTRATION COMMITTEE. Microfilming presidential papers. Hearing . . . 85-1. Washington, 1957. 28 p. Hearings held June 21, 1957, on H. R. 7813 to organize and microfilm the papers of Presidents of the United States in the collections of the Library of Congress.
215. U. S. CONGRESS. SENATE. A bill to limit the acquisition and use by civilian agencies of the Federal Government of equipment for reproducing documents, drawings, papers, and so forth, on sensitized materials. [Washington, 1957]. 3 p. (85-1, S. 894). A companion bill to H. R. 5144.

See also: 55, 154.

IX. SERVICE, USE, AND PUBLICATION OF RECORDS AND HISTORICAL MANUSCRIPTS

216. ALBION, ROBERT. Maritime and naval history: an annotated bibliography. Rev. ed. Mystic, Conn., Marine Historical Assn., 1955. 93 p.
217. BRABAND, CARL. Copyright and the reproduction of published materials. *Unesco bulletin for libraries*, 11:48-52 (Feb.-Mar. 1957). Comments on work of the new joint committee of FID and the International Federation of Library Associations.
218. BROOKS, PHILIP C. The historian's stake in Federal records. *Mississippi Valley historical review*, 43:259-274 (Sept. 1956). Discusses the National Archives and Federal record centers, problems of appraisal and disposal, and the use of records by historians.
219. COREY, ALBERT B. Research; State and local historical research in progress; fifth annual listing—1955. *New York history*, 27:310-315 (July 1956).
220. CRITTENDEN, CHRISTOPHER. The public library and local historical sources. *History news*, 12:69-70 (July 1957). Reprinted from *North Carolina libraries*.
221. CRITTENDEN, CHRISTOPHER. The State archivist and the researcher. *American archivist*, 19:215-220 (July 1956). The writer, Director of the North Carolina Department of Archives and History, read this paper before the Southern Historical Association at Memphis, Tenn., Nov. 11, 1955.
222. HAMILTON, MILTON W. The local history magazine and its publication. Harrisburg, Pa., American Association for State and Local History. 1955. 19 p.
223. HEMPHILL, W. EDWIN. Facsimiles in a popular historical magazine. *American archivist*, 20:111-117 (Apr. 1957). Paper read at the annual meeting of the Society of American Archivists in Washington, D. C., Oct. 12, 1956. The author is director of the history division of the Virginia State Library and editor of *Virginia cavalcade*.
224. JOHNSTON, FRONTIS W. A historian looks at archives and manuscripts. *American archivist*, 19:229-233 (July 1956). The author is head of the Department of History at Davidson College. Paper read before the Southern Historical Association at Memphis, Tenn., Nov. 11, 1955.
225. KENNAN, GEORGE F. The Sisson documents. *Journal of modern history*, 28:130-154 (June 1956). A study challenging the authenticity of the documents published in U. S. Committee on Public Information's *The German-Bolshevik conspiracy* (Washington, 1918. *War information series* no. 20).
226. KIRKHAM, E. KAY. The abc's of American genealogical research. [2d ed., rev.]. Salt Lake City, Deseret Book Co., 1955. 123 p.
227. KIRKHAM, E. KAY. Research in American genealogy; a practical approach to

- genealogical research. [Salt Lake City, Deseret Book Co., 1956]. 447 p. Includes description of material in the National Archives.
228. LAND, ROBERT H. Protecting archives against human foes. *Manuscripts*, 8: 326-328 (Fall 1956). Lists seven suggestions for accomplishing this aim.
 229. MILLOY, RICHARD P. The power of the Executive to withhold information from Congressional investigating committees. *Georgetown law journal*, 43: 643-660 (June 1955).
 230. MORGANSTERN, JOSEPH. Some letters (19,000) from Voltaire. *New York Times magazine*, Mar. 31, 1957, sec. 7, p. 6. Editorial notes are in English, but the text of the letters is in French. The Institut et Musée Voltaire was opened officially in Oct. 1954. The author is compiler of the World bibliography of bibliography.
 231. PARTON, JAMES. Popularizing history and documentary sources. *American archivist*, 20: 99-109 (Apr. 1957). Paper read at the annual meeting of the Society of American Archivists, Washington, D. C., Oct. 12, 1956. Mr. Parton is the publisher of *American heritage*.
 232. PECKHAM, HOWARD H. Aiding the scholar in using manuscript collections. *American archivist*, 19: 221-228 (July 1956). The author is director of the William L. Clements Library, University of Michigan. Paper read before the Southern Historical Association at Memphis, Tenn., Nov. 11, 1955.
 233. U. S. ARMY DEPARTMENT. The writing of American military history; a guide. [Washington], 1956. 145 p. (DA Pam 20-200, 1956 rev.). Bibliography: p. 99-143.
 234. U. S. CONGRESS. HOUSE. GOVERNMENT OPERATIONS COMMITTEE. Availability of information from Federal departments and agencies. Hearings . . . 84-2 to 85-1, Nov. 7, 1955-July 22, 1957. Washington, 1956-1957. Pts. I-II.
 235. U. S. CONGRESS. HOUSE. GOVERNMENT OPERATIONS COMMITTEE. Availability of information from Federal departments and agencies; twenty-fifth intermediate report of the Committee on Government Operations. Washington, 1956. 306 p. (84-2, H. Rept. 2947).
 236. U. S. CONGRESS. HOUSE. GOVERNMENT OPERATIONS COMMITTEE. The right of Congress to obtain information from the Executive and from other agencies of the Federal Government; study by the staff of the committee. May 3, 1956. Washington, 1956. 26 p. (84-2, Committee print).
 237. U. S. SOCIAL SECURITY ADMINISTRATION. Regulation no. 1 (as amended). Disclosure of official records and information. (Part 401, Chapter III, Title 20, Code of Federal Regulations). Washington, 1957. 8 p.
 238. WHITE, HELEN. Thoughts on oral history. *American archivist*, 20: 19-30 (Jan. 1957). The broad term *oral history* in this paper refers to spoken historical evidence obtained by trained historian-interviewers, recorded, and preserved.
 239. WHITE, JOHN B. Published sources on Territorial Nebraska: an essay and bibliography. Nebraska State Historical Society, 1956. (*Publications*, vol. 23).
 240. WITTENBERG, PHILIP. The law of literary property. Cleveland, World Publishing Co., [1957]. 284 p.
 241. YOSHPE, HARRY B. Essential elements of an effective current history program. *Military affairs*, 20: 104-105 (Summer 1956). The author is historian for the Office of Chief of Transportation, Army.

See also: 2, 71, 74, 84, 86, 148, 210, 213, 215.

X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

242. BAUMHOFFER, HERMINE M. Film records management. *American archivist*, 19: 235-248 (July 1956). The author is chief of the United States Airforce Motion Picture Film Depository, 1350th Motion Picture Squadron, Wright-Patterson Air Force Base, Dayton, Ohio. Her paper is a revision of a

- lecture delivered before the American University's First Institute on the Preservation and Administration of Archives: Advanced, July 14, 1955.
243. METHOD of restoring daguerreotypes. Missouri Historical Society, *Bulletin*, 13:86-87 (Oct. 1956).
 244. QUINLY, WILLIAM J. Audio-visual materials in the library. *Library trends*, 5:294-300 (Oct. 1956).
 245. RHOADS, JAMES B. Civil War maps and mapping. *Military engineer*, 49:38-43, (Jan.-Feb. 1957). Includes a good summary statement of record groups in the National Archives containing Civil War maps.
 246. U. S. LIBRARY OF CONGRESS. MAP DIVISION. Aviation cartography; a historico-bibliographic study of aeronautical charts, by Walter W. Ristow. Washington, 1956. 114 p.
 247. WHEAT, CARL I. Mapping the American West. Bibliographical Society of America, *Papers*, 50:1-16 (1956). Read at the meeting of the society at the Huntington Library, San Marino, Calif., Aug. 27, 1955.

See also: 165, 211.

XI. THE RECRUITMENT AND TRAINING OF ARCHIVISTS, CUSTODIANS OF MANUSCRIPTS, AND RECORD OFFICERS

248. AMERICAN UNIVERSITY, *Washington, D. C.* The American University announces two institutes: Records management, June 3-14, 1957; Archives administration, June 17-July 12, 1957. Offered in cooperation with the Library of Congress, Maryland Hall of Records, and the National Archives and Records Service. [1957, folder, 8 p.].
249. AMERICAN UNIVERSITY, *Washington, D. C.* Genealogical research, [a course] offered in cooperation with American Society of Genealogists, Maryland Hall of Records, National Archives and Records Service. [1957, folder, 6 p.].
250. AMERICAN UNIVERSITY. SCHOOL OF GOVERNMENT AND PUBLIC ADMINISTRATION, *Washington, D. C.* Announcement of courses in record and archives administration 1957-58. [Washington, 1957]. 3 l. Processed.
251. CALIFORNIA. UNIVERSITY. UNIVERSITY EXTENSION, *San Francisco, Calif.* Records management training program, February 17 through June 16, 1953. [1953, folder, 4 p.]. Offered by the National Records Management Council and Business Administration Extension.
252. NEW YORK UNIVERSITY, *New York City*. The Graduate School of Business Administration . . . in co-operation with the National Records Management Council announces the second annual conference on records management . . . September 19-20, 1955: Integrated controls over business records. [New York, 1955]. [8] p.
253. RADCLIFFE COLLEGE, *Cambridge, Mass.* Institute on historical and archival management, fourth annual session . . . June 24-August 2, 1957. [Folder, 6 p.]. Sponsored jointly by Radcliffe College and the Department of History, Harvard University.
254. U. S. GENERAL SERVICES ADMINISTRATION. Summary of training course on records disposition at the Records Disposal Workshop, Chicago, Illinois, October 24-November 4, 1955. Washington, [n. d.]. 3 pts. Processed. Part I: Scheduling; Part II: Evaluation; Part III: General records schedules and site audit records. (This is not currently available).
255. WESTERN RESERVE UNIVERSITY, *Cleveland*. Announcing a symposium on systems for information retrieval, April 15-17, 1957. [1957, folder, 12 p.].
256. WESTERN RESERVE UNIVERSITY. SCHOOL OF LIBRARY SCIENCE, *Cleveland*. Special seminar program, 1956-1957; in cooperation with Cleveland Public Library and Special Libraries Association. Four series, 1956 and 1957; open to everyone concerned with the management of record information. [Cleveland, 1956]. Folder.

News Notes

H. B. FANT, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The Society of American Archivists *Directory*, based on questionnaires filled out in 1956 and corrected to mid-July 1957, was published in time to be handed to members in attendance at the 21st annual meeting in Oct. 1957. Members who were not at Columbus should receive their copies by mail. Non-members may procure copies at \$2.50 each from the treasurer, Leon deValinger, Jr., Hall of Records, Dover, Del.

MINUTES OF THE COUNCIL

Oct. 2, 1957

The Council was called to order at 2:00 p. m. on Oct. 2, 1957, by President Lester J. Cappon in his suite at the Deshler-Hilton Hotel, Columbus, Ohio. Present were the vice president, the secretary, the treasurer, and the editor; and Council members Mary G. Bryan, Leon de Valinger, Jr., David Duniway, and Lucile Kane.

The reading of the minutes of the Council's May meeting was dispensed with as these had been confirmed by circulation to the officers and Council members and published as approved in the Oct. issue of the *American Archivist*.

President Cappon gave a full report on his efforts to get foundation support for the proposed establishment of a permanent secretariat for the Society. He had made the exploration authorized by the Council at the May meeting, but the results were negative because prospective sponsors believed that the plan as presented did not demonstrate how the Society planned to support the work of the secretariat beyond the 10-year period. After some discussion the Council voted to defer the matter for the time being but urged that members be alert to any opportunity for implementing the foundation plan as presented by Ernst Posner in 1956.

The question of appointing a historian for the Society of American Archivists, held over from the May meeting, was discussed, and the president was authorized with the Council's approval, to appoint for a 5-year term an official historian who shall, in an annual report to the Council, recommend projects pertaining to historical research and publication in the field of archives. The Council thereupon, after an informal discussion, on motion of President Cappon ratified his appointment of Ernst M. Posner as historian.

The completion of arrangements for the midwinter joint luncheon meeting with the American Historical Association in New York City was reported. The luncheon will be held at the Hotel Statler's Ivy Suite on Monday, Dec. 30.

Lester J. Cappon will preside and J. Harold Easterby of the South Carolina Archives Department will give a paper entitled: "The Colonial Records of South Carolina; an Adventure in Editing and Publishing." As is customary, a Council meeting will be held at a convenient hour after the luncheon, provided that a quorum can be assured.

A report was next heard on petitions filed with the secretary seeking modification of the two constitutional amendments that had been mailed to the membership by the secretary as required under Article 23 of the Constitution, on fellows of the Society and on the election and succession of the president and vice president, which were to be voted on at the annual business meeting of the Society on Oct. 3. The Council endorsed presentation of the desired modifications by amending the amendments from the floor at the annual business meeting and delegated Leon deValinger, Jr., to present the motion on fellows of the Society. Vice President Herbert Angel volunteered to present the motion to amend the proposed amendment relating to officers.

Treasurer William D. Overman gave an informal report on the current satisfactory status of the Society's finances and advised that a full report would be read at the annual business meeting and published later in the *American Archivist*.

The editor, G. Philip Bauer, reported publication of the *Directory of Membership*, stating that copies would be distributed to those in attendance at the annual meeting; others will receive their copies through the mail. It was voted to present a copy to each new member enrolling before Dec. 31, 1957. Additional copies of the directory are available for purchase through the treasurer. The editor returned to the secretary, for permanent filing, the biographical questionnaires used in preparation of the directory. A report was heard on the progress of the 20-year index to the *American Archivist*, and the editor filed with the secretary a copy of the agreement under which the work is being done.

Several members of the Council paid high tribute to Elizabeth H. Buck, whose long and devoted contribution as associate editor has so greatly enhanced the publication of the *American Archivist*. As a token of the gratitude of the officers and Council a resolution was adopted awarding Mrs. Buck a life membership.

Mrs. Renze summarized the reports of the Society's various committee chairmen and brought to the Council's attention a variety of matters for further consideration. The Council directed her to continue work with the chairmen, encouraging development of their activities in accordance with the 1954 resolution relating to committee structure and functions, and to report at appropriate intervals to the Council. The secretary stated that several of the lengthier committee reports will be submitted to the editor for possible publication.

The secretary reported that the poll on the 1958 annual meeting in Salt Lake City had resulted in the selection of the third week of Aug. as the time for the meeting. The exact date will be announced after consultation with the American Association of State and Local History and the Committee on Local Arrangements.

At this point the Council suspended the order of business to hear Charles E. Hughes, Jr., City Archivist of Philadelphia, who extended a formal invitation to the Society of American Archivists to hold its annual meeting in Philadelphia in 1959. The invitation was filed with the secretary for the Council's review at the appropriate time. On motion of Mr. Duniway, the meeting adjourned at 5:20 p. m.

DOLORES C. RENZE, *Secretary*

Approved: LESTER J. CAPPON, *President*

Nov. 4, 1957. The foregoing minutes have been circularized among the officers and Council and embody additions or corrections as expressed in writing to the secretary.

MINUTES OF THE BUSINESS MEETING

Oct. 3, 1957

The Society's annual business meeting was called to order in the Hall of Mirrors of the Deshler-Hilton Hotel at 9:00 p. m. by President Lester J. Cappon, with approximately 100 members in attendance. It was voted to dispense with the reading of the minutes of the 1956 annual meeting, since they were published in the Apr. 1957 issue of the *American Archivist*, and to accept them as printed. The financial report was read by the treasurer, indicating receipts for the year ending June 30, 1957, as \$7,777.42 and expenditures as \$6,087.88. The treasurer's accounts had earlier been referred by the president to the Auditing Committee, whose report of audit was made by the chairman, Vernon Santen, and immediately adopted. Both reports were filed with the secretary for publication in the *American Archivist*.

The secretary gave an accounting of the responsibilities and duties of the office during the past year. This report is filed for publication as a supplement to the minutes.

The report of the Committee on Resolutions was then read and adopted:

Whereas, The late Mrs. John Trotwood Moore of Tennessee, the late Joaquín Llaverías of Cuba, the late Morris L. Wardell of the University of Oklahoma, and the late Mulford Winsor of Arizona were long members of the Society of American Archivists, be it

Resolved, That the Society express its deep sorrow over their deaths, that this resolution be recorded in its minutes, and that a copy of this resolution be sent by the secretary to their next of kin.

Whereas, The Society of American Archivists has enjoyed many courtesies during its 21st annual meeting, held in Columbus, Ohio, and has benefited from devoted leadership during the past year, be it

Resolved, That the Society's secretary shall record in its minutes and shall express in writing the genuine appreciation felt by its members to

(1) the Ohio Historical Society's officers, members, and staff for its gracious hospitality,

(2) all members of the Committee on Local Arrangements, under the chairmanship of Erwin C. Zepp, for its unobtrusive but efficient services in taking care of scores of major and minor plans for our annual meeting,

(3) all members of the Program Committee, under the chairmanship of Lola M.

Homsher, for its services in having recruited speakers who have offered information and stimulation to all of us,

(4) the general manager of the Deshler-Hilton Hotel in Columbus for its cooperation in making available to us excellent facilities,

(5) our retiring treasurer, William D. Overman, for his almost flawless performance of the exacting and sometimes onerous duties of that office through the past 5 years, and

(6) each of our other officers and Council members for their respective contributions, under the understanding leadership of President Lester J. Cappon, to the advancement of archival science and of this Society during the past year.

Respectfully submitted,

COMMITTEE ON RESOLUTIONS

W. Edwin Hemphill, *Chairman*

Robert C. Sale

Charles Shetler

President Cappon next brought before the meeting the question of the proposed constitutional amendments, which had been prepared and properly filed with approval by the Council in accordance with Article 23 of the Constitution.

The first amendment, prepared by the Committee on Professional Standards in accordance with its referral to the committee by the Council during the 1956 business meeting, relates to a new section headed "Fellows of the Society." The text of the proposed amendment was read in full by the secretary:

"There shall be added after the section headed MEMBERSHIP (Articles 3-8) a new section headed:

FELLOWS OF THE SOCIETY

9. Members of the Society may be elected to a special class of membership, those so elected to be known as Fellows of the Society of American Archivists. Their number shall be no more than fifteen percent of the total individual membership reported at the last general meeting of the Society. No member of the Society shall be elected a Fellow who has not been a member in good standing of the Society for at least five years immediately preceding his election.

10. Election of Fellows shall be by a majority vote of all past presidents of the Society of American Archivists, who shall be guided by the following criteria:

- a. Advanced educational experience, realistically appraised, in an area of knowledge recognized as essential for an archivist.
- b. Professional experience, ordinarily of five years, which shall include the exercise of responsibility and shall demonstrate the possession of initiative, resourcefulness and professional morale.
- c. Writings of superior quality and usefulness.

11. A member of the Society of American Archivists duly elected a Fellow shall retain this designation as long as he remains a member in good standing of the Society.

The present articles 9-23 of the Constitution shall be renumbered 12-26.

During the 30-day interval since general mailing to the membership, petitions for modification of the amendment had been filed with the secretary. These were reviewed and approved by the Council; and through Leon deValinger, Jr., a motion was now presented to amend the amendment by striking out the first sentence of Article 9 ("Members of the Society may be elected to a special class of membership, those so elected to be known as Fellows of the Society of American Archivists") and inserting in its place the following

sentence: "There shall be a special class of members of the Society known as Fellows of the Society of American Archivists, which shall consist of all past presidents and other members elected to that class." There followed discussion from the floor and on call for the question the proposal to amend the amendment was voted.

The amendment (as amended) relating to "Fellows" was placed before the meeting on motion of Philip M. Hamer, seconded by Solon J. Buck. A lively discussion from the floor ensued, with members speaking both for and against the proposal. There was call for a vote by ballot. President Cappon named Messrs. Herbert Angel, Neil Franklin, and Roger Thomas to act as tellers. Herbert Angel, acting as chairman of the tellers, reported passage of the amendment, 56-40.

The secretary then read the second proposed constitutional amendment as presented to the Council at the May 1957 meeting and approved for consideration at this business meeting, relating to OFFICERS AND GOVERNMENT, Article 9:

That Article 9 under the foregoing title be amended to read:

The officers of the Society shall be a president, a vice president, a secretary, a treasurer, and an editor. All the officers, except the president and editor, shall be elected at each annual meeting of the Society for terms of one year each and shall serve until their successors are elected. The president's term of office shall be one year; the vice president shall succeed to the office of president. The editor shall be elected by the Council for such term as it shall determine.

Again, petitions to modify the proposed amendment had been filed with the secretary and reviewed and approved by the Council. To bring the matter before the membership Herbert Angel presented the motion to amend the amendment by striking out the words "president and" in the second sentence of the article; and also striking out the third sentence: "The president's term of office shall be one year; the vice president shall succeed to the office of president" and substituting this sentence: "In 1958 and thereafter the person elected as vice president shall thereby be elected as president for the following year." A second to the motion was heard. Call by the chair for discussion resulted in minor questions directed to the chair, followed by adoption of the motion to amend the amendment (Article 9, renumbered Article 12).

The second proposed amendment (as amended) was then properly brought before the meeting. It was accepted with but minor debate and adopted by a vote of 94-2. The section on OFFICERS AND GOVERNMENT, Article 9 as amended, now reads:

12. The officers of the Society shall be a president, a vice president, a secretary, a treasurer and an editor. All the officers, except the editor, shall be elected at each annual meeting of the Society for terms of one year each and shall serve until their successors are elected. In 1958 and thereafter the person elected as vice president shall thereby be elected as president for the following year. The editor shall be elected by the Council for such term as it shall determine.

Articles 9-23 of the Constitution shall be renumbered 12-26.

Mary G. Bryan next read the report of the Nominating Committee: for president, William D. Overman; for vice president, Oliver W. Holmes; for

secretary, Dolores C. Renze; for treasurer, Leon deValinger, Jr.; for Council member to fill the unexpired term ending in 1958, Morris L. Radoff; and for Council member, term ending in 1962, Thornton W. Mitchell. The president called for nominations from the floor and none being made as each office was successively called, there remained but one candidate standing for election to each office. On motion from the floor the slate of officers as reported by the Nominating Committee was accepted, and the secretary cast the elective ballot.

President-elect William D. Overman came forward and received the official emblem of office in the form of a historic gavel presented to the Society on Oct. 2 by Mary G. Bryan of Georgia. The chair was relinquished by President Lester J. Cappon after announcement by the secretary that the new officers and Council would meet at 8 a. m. Oct. 4 in Room 655. There being no further business, the meeting adjourned at 10:30 p. m.

DOLORES C. RENZE, *Secretary*

Approved: LESTER J. CAPPON, *President*

Nov. 4, 1957. The foregoing minutes have been circularized among the officers and the Council and embody additions or corrections as expressed in writing to the secretary.

MINUTES OF THE COUNCIL

Oct. 4, 1957

The Council was called to order at 8:00 a. m. on Oct. 4, 1957, in Room 655 of the Deshler-Hilton Hotel, Columbus, Ohio, by William D. Overman, newly-elected president. Also present were Oliver W. Holmes, vice president, Dolores C. Renze, secretary, Leon deValinger, Jr., treasurer, and G. Philip Bauer, editor; and Lucile Kane and David C. Duniway, Council members.

President Overman brought to the Council's attention that the American Association for State and Local History is desirous of continuing to meet jointly with our Society whenever possible. It will do so in Aug. 1958 and would hope to do so in 1959. This can be coordinated at the meetings of our separate Councils in New York in December.

The secretary reported receiving two formal invitations for 1960: one from the Illinois State Archives, Springfield, Illinois, and one from the Truman Library at Independence, Missouri. These were ordered held for future consideration by the Council.

President Overman said that he would shortly make his selections for the chairmen of the 1958 Local Arrangements Committee and the Program Committee and the two members of the Nominating Committee to serve with the outgoing Council member, who serves as chairman.

The matter of reinvesting funds represented by the Society's matured savings bond was referred to the Finance Committee (treasurer, secretary, president) for handling in the best interests of the Society.

A communication from Mary G. Bryan was read tendering her resignation as chairman of the State Records Committee because for the next several years her energy must be devoted to the plans under way for the Georgia State

Archives. The secretary was directed to commend Mrs. Bryan for her splendid committee work in the past and to express appreciation for the Handbook of Studies on State Archives, which her committee has developed. The resignation of the Reverend Edmund Binsfeld as chairman of the Church Records Committee, due to assignment outside this professional area, was also received.

The secretary brought before the Council the request of several committees for publication of their reports, which are specialized in interest and possibly too extended for inclusion in the *American Archivist*. It was the consensus that such reports should first be submitted to the editorial board for consideration; and, if the Society is unable to publish them, they can be referred back to the committees, who may seek publication or support for publication elsewhere.

The Council discussed the work of the Committee on Documentary Reproduction of the American Historical Association and signified its desire to encourage our membership's support and cooperation.

A proposal by Miss Kane that the Society encourage the exploration of problems posed by the private papers of persons engaged in such professions as medicine and law resulted in the Council inviting Miss Kane to furnish to the 1958 program chairman suggestions for inclusion of a session devoted to this subject.

On motion of Oliver W. Holmes the meeting adjourned at 9:55 a. m.

DOLORES C. RENZE, *Secretary*

Approved: WILLIAM D. OVERMAN, *President*

Nov. 4, 1957. The foregoing minutes have been circularized among the officers and the Council and embody additions or corrections as expressed in writing to the secretary.

ANNUAL REPORT OF THE SECRETARY

Oct. 3, 1957

After a year in the office of secretary of this distinguished Society, it occurred to me about two weeks ago (with a bit of a shock) that the time for our annual meeting would soon be around and that I'd have to face up to giving an account of my activities during these 12 months.

This 21st annual meeting in many ways reflects the coming of age of the Society — the membership, the approach to problems encountered, and the examination of trends for the future. We are happy to meet again in conjunction with the American Association for State and Local History. The chairmen of the program committees have worked in close cooperation to produce sessions that are significant for the archivist and historian alike. I feel sure that everyone will want to stay for the entire program. This mingling with historians is good for archivists. We need now and then to be reminded of our historical obligations lest, under the pressure of mountains of daily record accumulations, we lose our sense of values and perspective.

It has been my privilege to become much better acquainted with many of you through correspondence and visits and to learn far more than I had known

before of your ideas and aspirations. And I have valued your free expression of opinion, which I sincerely believe will enable us, as a professional group, to pool our experience and jointly solve our common problems, doing a job together that no one of us could do so well alone.

It would seem superfluous to dwell at length on the routine details of my office. As archivists, record administrators, and members of allied professions, you are well aware of the activities involved. Suffice it to say that your secretary has produced ample archival material for our successors to evaluate and digest as evidence of what happened, to whom, why, and when, at such time as the record shall have become "grist for the mill."

One of my privileges has been to take a long view of our evolution and development from a small but zealous group, a committee of 10, to a society of about 800 members. For this growth we owe thanks to the able and faithful efforts of those who have worked in the interest of increased membership; and I am pleased to report that a substantial number of our founding members still actively support and participate in the Society's work. The roster of membership has been published and distributed to all individual and institutional members here at the annual meeting. Those not in attendance will receive their copies by mail. This publication is in fulfillment of a promise made by the Society several years ago. The editorial staff of the *American Archivist* has labored diligently on this assignment, with the full knowledge that perfection is unattainable in such a directory, that inevitably it is out of date as soon as printed, owing to the peripatetic nature of so many of our members.

Shortly after Jan. 1, 1957, I received from my predecessor in office the archives of the Society; some of you will doubtless recall Father Browne's apt description of their condition when he reported at the annual meeting a year ago. Since then, as rapidly as time has allowed, work has been done on inventorying and processing them so that they should be in fair order for future evaluation and use by our historian. There are many gaps in the record that need to be filled. For instance, neither the original minutes of the Founding Meeting nor the mimeographed copies are among the records; nor are the proceedings of the 1st annual meeting of our Society in 1937 in Washington, D. C. Many other equally important documents are missing. But it is my hope that the work of filling out the record can go on as a part of the secretary's responsibility during the coming year.

A complete Kardex roster of our members has been set up in the secretary's office. This can be maintained adequately only if every member assumes the responsibility of notifying the secretary of changes of name, address, and professional affiliation. I wish to express my deep appreciation and that of the Council for the cooperation of our treasurer, William D. Overman, in setting up the present system. He has given generously of his time and counsel in working out the necessary details. Akron and Denver have been in daily communication and have functioned together most efficiently and effectively.

The secretary has for the first time established an original record of minutes in one book and has brought the constitution up to date to include amendments of recent years and provided copies for the officers, Council members, and committee chairmen.

Another area in which the secretary has worked is with the committees of the Society, in accordance with the resolution adopted by the Council in July 1954 relating to committees:

In order that as many members as possible may participate actively in the committee work of the Society, the Council urges upon incoming presidents the desirability of making some changes among committee members and chairmen each year. In general, it is the sense of the Council that individuals should not be asked to serve as chairmen of the same committee longer than four consecutive years or as members longer than eight consecutive years.

Our president, Lester J. Cappon, was handicapped in carrying out this directive owing to the difficulty of assembling adequate information on the membership and the committees until after Jan. 1. After this was finally accomplished, it was found that many of our chairmen were unclear as to what was expected of them and how to proceed. The officers and Council recognize that every member of our organization is eligible by virtue of membership to serve on a committee but, of course, this cannot be construed to mean that every member is necessarily qualified or willing to serve on any particular committee. And, not surprisingly, the archivists have their fair share of reluctant dragons. Appointments were made, but some of them were too late in the year for some of the new chairmen to develop any programs. The chairmen have been asked for comments and recommendations as to future activity and areas for work. One of the best ways to get members actively interested in the organization is to assign them to committee work. By this means the varied interests and abilities of the members can be utilized in promoting the work of the Society.

There are 22 committee chairmen and 98 committee members participating in the work of the Society.

Administrative Committees:

1. The Auditing Committee, under the chairmanship of Vernon Santen of New York, has received the treasurer's accounts for audit and will file its report with that of the treasurer.

2. The committees on Local Arrangements, and the Program, were headed by Irwin Zepp of Ohio and Lola Homsher respectively, and no word from me is needed to attest to the competent handling of these two very difficult assignments, which require a great deal of work over the whole year. Both of these members of our Society have kept in constant communication with the secretary and have done a magnificent job. To them and the members of their committees we owe our thanks for the hospitality we have enjoyed — and the fare.

3. To the Membership Committee, under Chairman James Fuchs of Independence, Missouri, and his many area chairmen, we are indebted for the following statistics as of mid-September 1957:

Additions — Members (all classes)	100
Deletions — " " "	31
Additions — Subscriptions and exchanges (all classes)	46
Deletions — " " " " "	11

This is a net gain of 69 members and 35 subscribers and exchanges. The rolls of the Society in mid-September stand at 748 individual and institutional members and 347 subscribers and exchanges. The figures include the 16 life members and 7 honorary members of the Society.

The secretary has sent each new member a letter of welcome on behalf of the officers and Council, with an invitation to participate as fully as possible in the work of the Society. And each has been asked to furnish biographical information for the permanent record. In the case of deletions from the rolls a letter has also been sent if the dropping resulted from failure to pay dues. In consequence many have redeemed their membership and paid up dues in arrears.

Technical Advisory Committees:

Some of the eight technical committees have been more active than others. In recognition of the work accomplished by them their reports will be presented in full to the editor for possible publication in the *American Archivist*. I especially commend to you the excellent work and reports of the committees on Audio-Visual Records, Microfilming, Bibliography, Buildings and Equipment, and Preservation Methods.

Promotional Committees:

Of the third class of committees, our promotional committees, some have been more active and productive than others. Most noteworthy is the State Records Committee, whose able chairman is Mary Givens Bryan of Georgia. Again this year this committee's work has resulted in the current revision of its Handbook of State Archives, which has been an invaluable tool of reference to many of us. The Society and the State Archivists are indeed indebted to this committee for its efforts of the past several years. The other committees have been slow in getting started, but there are evidences of programs being developed. Such reports as are suitable for publication will be submitted to the *American Archivist*. I cannot but feel that as a profession we are dragging our feet in some areas, and part of the blame must be laid to inadequate communication and direction in the past. It should be our endeavor to remedy this fault in the coming year. Serving on a committee is one of the highest privileges of membership. It involves an investment of time, to be sure; but the investment brings large dividends. It brings many rich and rewarding experiences — new adventures, the forming of new friendships — but nothing greater than the deep satisfaction of having contributed to a worthy endeavor.

Your secretary has attended all Council meetings during the year and has carried out the duties of her office by mail and in a number of instances by personal visits. Correspondence with the officers and Council, with the membership in general, and with the committee chairmen has been extensive and has been handled without delay. Communication with other professional groups has been maintained throughout the year. Many of our members have visited the office in Denver.

Perhaps one of the most active phases of the secretary's duty has been the correspondence relating to the placement service of the Society, which has

operated thus far on a somewhat experimental basis. There are a number of archival establishments seeking trained archivists, with but few qualified persons in the field. Hence the archival positions are going to aspirants from other professional fields. Ten requests for suitable candidates for positions were filed with the secretary during the year, but only five applicants for positions registered with the secretary, from which two placements resulted. The placement program is one in which much cooperation and diligent coordination are needed. I should like to urge the members of our Society to cooperate so that the program may develop into a real service to the profession at large and become one of the significant assets of the Society, along with the *American Archivist*.

It is my sad duty to report the death of three distinguished members: Capt. Joaquín Llaverías of Cuba, honorary member, who died in 1956; Dr. Morris L. Wardell of the University of Oklahoma, who died on Feb. 5, 1957, and Mulford Winsor, State Librarian and Archivist of Arizona, who died on Nov. 6, 1956. A special resolution in memory of these three colleagues will be offered at the present business meeting.

In closing, I wish to express my gratitude to the officers and Council and to all of you for the privilege of having served you during these 12 months. When we hear about offices and their importance and the responsibilities they carry, it almost seems as if they *are* the organization; but there is no such thing as being an officer in a vacuum. There have to be members, too. And members have, like officers, duties and responsibilities as well as privileges. It is just as important to be a good member as to be a good officer. Thank you for letting me share this experience with you.

DOLORES C. RENZE, *Secretary*

ANNUAL REPORT OF THE TREASURER, 1957

Receipts for the year ending June 30, 1957, were \$7,777.42. Of this amount, \$4,479.98 was received from membership dues of various kinds; \$2,026.47 from subscribers to the *American Archivist*; \$404.14 from the sale of advertising space in the journal; \$466.50 from the sale of back issues, reprints and microfilm; \$339.73 surplus from the 1956 annual meeting in Washington, D. C., including \$100.00 advanced to the Committee on Local Arrangements; and \$60.00 from interest on savings bank deposits, gifts, and other sources. At this point I should like to mention the names of those who donated the money that we placed in a special gift fund: Leon deValinger, Jr., David Duniway, and Watt P. Marchman.

Expenditures for the fiscal year were \$6,087.88. Of this total \$1,303.15 was charged to administrative expense, including \$100.00 advanced to the Committee on Local Arrangements for the 1956 annual meeting in Washington, D. C.; \$4,600.12 went to The Torch Press for printing the *American Archivist*. The other items of expense were postage for the editorial office, the purchase of back issues, and I. C. A. dues — a total of \$184.61. Of the money appropriated in the budget last year for special projects (specifically for pub-

lication of the *Directory of Members*), \$285.00 was paid by June 30, 1957. Most of the cost will appear in the report of the treasurer for the next fiscal year.

The net gain to the treasury as of June 30, 1957, was \$1,689.54 as compared to \$1,843.18 the previous year. This difference indicates not a decrease in income but an increase in expenditures. Our committees required larger appropriations to pay for making reports and postage. This is a good sign because it shows more activity on their part. It should also be noted that the cost of the *Directory* increased our expenses nearly \$300.00 last year. We have shown a net gain for several years, and this money has been placed in savings accounts for the purpose of paying for such special projects. A second savings account was opened last year with an initial deposit of \$2,000. Our first savings account of \$3,000, reported on last year, drew \$50.60 interest before June 30. These deposits, together with the E Bond (\$1,000), and the balance in the checking account as of June 30, amounting to \$3,436.00, indicate the capital worth of the Society at the close of the fiscal year. To bring you up-to-date I can say that as of Sept. 30, 1957, after paying for the July issue of the *American Archivist*, we had a bank balance of somewhat over \$3,000. I cannot give you the figures at this time on the total cost of the *Directory*, which is free to members.

The secretary will, no doubt, report on our increase in membership; but I can inform you that the number of new members and new subscribers increased to the point where we now require over 1,200 copies of each issue of the *American Archivist*.

Respectfully submitted,
WILLIAM D. OVERMAN, *Treasurer*

AUDITOR'S CERTIFICATE

Oct. 4, 1957

The Auditing Committee had available to it shortly after July 15, 1957, those records of the Society that reflect the fiscal transactions of the organization for the fiscal year ending June 30, 1957. The records as presented by the treasurer were in excellent form and in easily audited order.

The committee is pleased to report the following as a result of its audit of these records:

1. All funds received and expended have been properly accounted for.
2. Expenditures were properly authorized.
3. Each transaction was so recorded that a detailed audit was possible.
4. Summary schedules were substantiated by appropriately detailed documentation.

The Auditing Committee wishes to commend the treasurer, William D. Overman, for his scrupulous accounting practices and prudent management of the Society's funds for the fiscal year ending June 30, 1957.

The chairman regrets the absence of Dorothy H. Gersack, who was prevented by illness from participating in the audit.

VERNON B. SANTEN, *Chairman*
ORVAL O. LILJEQUIST

REPORT OF THE COMMITTEE ON MEMBERSHIP

Sept. 22, 1957

The results of the committee's efforts to increase the membership of the Society are shown in the attached statistical summary,¹ which, because of the difficulties inherent in our reporting system and consequent time lapse, is probably not completely accurate. It is believed that the net gain of new members justifies the chairman's commending the area chairmen on their year's achievement.

A questionnaire similar to that of last year was submitted to the area chairmen, and the information received from them is summarized in the appended statistical material; four of the area chairmen sent no replies. A realignment of area boundaries for the past year resulted in fewer areas and chairmen and made for a more workable committee setup; this, of course, was through no effort of the committee chairman, who, however, considered it a wise move on the part of the Society's officers. The committee had no area representative for the area comprising North and South Carolina, Tennessee, Mississippi, Alabama, Georgia and Florida; nor was there an area chairman for Canada. It is hoped that this situation will be remedied in the coming year. Undoubtedly the committee will be forced largely to rely upon the same persons for its campaign next year. One or two members have indicated their preference for assignment to other committees, and perhaps these desires should be honored.

Because of the change in the chairmanship of the committee as well as in the position of the Society's secretary, the period it took to get the year's program under way was longer than usual, but the lost time was made up and coordination was satisfactory in the latter part of the year. This is not to say that there is no room for improvement in the methods of reporting new members and maintaining the records of the committee. A scarcity of application blanks and brochures, probably the fault of no one but simply a result of the economics of small societies, somewhat handicapped the committee's activities. It is hoped that supplies of these items may be concentrated in the hands of the next chairman of the Committee on Membership in order to expedite his compliance with requests for them from area chairmen.

In general, the area chairmen showed a willingness to serve, served well, and are willing to serve again. Some were handicapped by the late start and other unforeseeable emergencies.

The excellent reports prepared by the previous chairman for the use of the Committee on Nominations obviated the necessity for similar reports this year. Lists of members by States have been compiled during the year, and it is hoped that they can be kept current and that a card index arranged geographically can be completed in the next few months.

As only 2 area chairmen have said they will attend the annual meeting, no formal meeting of the committee has been planned; it is, however, again suggested that a registration list of members in attendance, showing affiliation, be processed and made available at an early session of the meeting to further

¹ See the report of the secretary, above.

promotion of the committee's work and, incidentally, better relations at the meeting generally.

JAMES R. FUCHS, *Chairman*

REPORT OF THE COMMITTEE ON BIBLIOGRAPHY

Aug. 30, 1957

The Committee on Bibliography made substantial progress in the compilation of materials for the annual "Writings on Archives, Current Records, and Historical Manuscripts," but was unable, because of staff absences, to complete the bibliography in time for publication in the October issue of the *American Archivist*. We hope to publish the bibliography in the Jan. or Apr. issue of the journal.

The committee has, according to its practice, made available to institutions and individuals throughout the year information concerning materials on particular subjects in the archival and record management field. In this way, information on significant publications of the current year is supplied in advance of publication of the bibliography.

LESTER W. SMITH, *Chairman*

REPORT OF THE JOINT COMMITTEE ON MANUSCRIPTS

Oct. 1, 1957

So small a number of the members of the joint committee attended the annual meeting of the Society of American Archivists or that of the American Association for State and Local History that it was not practicable to hold a formal meeting of the committee during the year.

When the joint committee was appointed some years ago its chief purpose was to encourage the establishment of a union catalog of manuscripts, presumably with headquarters at the Library of Congress. As has been reported earlier, officials of the Library of Congress, after consulting with members of the Joint Committee on Manuscripts and others, developed in 1954 rules for cataloging collections or groups of manuscripts. These were circulated to major libraries in a preliminary edition and were approved by the American Library Association. On the basis of experience in the Manuscript Division of the Library of Congress and elsewhere certain modifications have been made in the rules, and the rules have been conveniently printed in the Sept. 1957 number of *History News*.

A few months ago the chairman of the joint committee joined with the president of the Society of American Archivists, the executive secretary of the American Historical Association, and the curator of manuscripts of the Alderman Library, University of Virginia, in discussing the situation with respect to the projected union catalog of manuscripts. The last three of the above then interviewed the Librarian of Congress and certain members of his staff and urged the desirability of establishing the union catalog. As a result of the discussion it was understood that the work could not be financed with

funds available to the Library of Congress but that careful consideration would be given to the possibility of obtaining a special grant for the purpose from one of the foundations. To date no grant has been made, but informal discussions with a representative of one of the foundations have been encouraging.

A much less ambitious but nevertheless potentially very useful activity of the staff of the National Historical Publications Commission has been the compilation of a one-volume guide to archives and manuscripts in the United States. Concise descriptions of holdings of some 1,300 depositories have been prepared and copy is nearly ready for the printer.

Another related activity is the preparation in the Manuscript Division of the Library of Congress of detailed descriptions, entitled "registrations" of manuscript groups. Several of these have been completed and are expected to be published soon.

PHILIP M. HAMER, *Chairman*

REPORT OF THE COMMITTEE ON RECORDS MANAGEMENT

In 1956 the committee initiated a study designed to keep it informed of developments in the field of record management at the State and local level, in the hope that it could in time serve as an effective clearinghouse for information and advice on the subject. As a first step toward the achievement of this purpose, the committee requested each State and Territory to provide it with information about the nature and scope of its program, as well as with information about county and municipal programs that had been established in each. Though the response was gratifying, additional information was needed to complete the study. During the past year the committee obtained much of the desired information and expects to make a final report on the results of its study soon.

During the year the committee also considered a number of projects that it thought might be undertaken in the future to make it a more effective clearinghouse for information and advice as well as to promote industrial support for the Society. Of these projects, the most ambitious was an analysis of all State laws relating to reports required of businesses and individuals. Such an analysis should be a significant contribution, but it will take time and the co-operation of all States.

While the attention of the committee has been focused on these activities, the chairman wishes to acknowledge the contributions that have been made in the field of record management by committee members as individuals.

REX BEACH, *Chairman*

REPORT OF THE CHURCH RECORDS COMMITTEE

Aug. 27, 1957

At the Oct. 1956 meeting of the Society of American Archivists in Washington, D. C., the Church Records Committee met for a discussion of its long-time project: the bibliography on church archives in the United States and Canada. Minutes of the meeting were made and turned in to the secretary of the Society.

Since then, and throughout the year 1956-57, the members of the committee have been sending in slips for the bibliography. The bibliography has been put into the form suggested by the Council of the Society, and copies have been sent to the various members for examination and criticism. Upon receiving all the returns the chairman has incorporated the comments and corrections, and the bibliography is now being typed in final form for presentation to the president of the Society and the Society itself at the meeting in Columbus in Oct. 1957. The committee hopes to see the bibliography in print, as has been suggested by past presidents and secretaries of the Society.

EDMUND L. BINSFELD, *Chairman*

REPORT OF THE COMMITTEE ON ARCHIVAL BUILDINGS AND EQUIPMENT

Sept. 1957

This committee had an unusually busy year of consultations, critiques of plans, and correspondence. Its principal consulting service was rendered to DePauw University, Greencastle, Ind. At the request of Worth M. Tippy, and with the authorization of the university, the committee chairman personally visited the DePauw campus in November 1956, surveyed the record holdings and the existing archival facilities, conferred with Archivist Tippy, the university president, and other members of the administration, and early in 1957 rendered a written report with a sketch plan for future archival facilities.

In Apr., May, and Aug. 1957, various consultations were held with Georgia officials concerned with the archival situation in that State: Mary Givens Bryan, Director of the Georgia Department of Archives and History; the Hon. Ben Fortson, secretary of state of Georgia; and members of the Georgia legislative committee concerned with archival facilities. Mr. Fortson and the legislative committee were given a 3-day orientation course in the National Archives Building, which included conferences with the Archivist of the United States, the Deputy Archivist, and other members of the staff. Later our own committee chairman sent Mrs. Bryan a suggested alternative sketch plan for a new addition to the present Georgia archival facilities.

During March, May, and June we had correspondence and consultations with J. H. Easterby and Architect G. Thomas Harmon, concerning proposed plans for a new South Carolina archives building. In May Architect Harmon came to Washington for a personal consultation on archival facilities on the national and State levels, and later he was provided with sets of photoplans of selected existing structures.

Consultations were also held with a number of Federal, State, and foreign officials, such as the record officer of the Central Intelligence Agency and Dr. Uno Willers, Royal Librarian of Sweden.

In answer to requests, including those from St. Leo Abbey, Fla., the University of Texas, and Texas State Archivist Virginia H. Taylor, advice was given by letter and by the distribution of reprint copies of the committee's staple publications: *Buildings and Equipment for Archives* (National Archives

Bulletin no. 6), the American Institute of Architects bulletin entitled "American Archival Architecture," and "A Note on Record Containers," published in the *American Archivist*, July 1954. There were also some calls for the chairman's more recent research study of a historical piece of filing equipment, "The Era of the Woodruff File," in the *American Archivist*, Oct. 1956. Owing to the pressure of time and other duties it was not possible to answer all pending requests before the end of the fiscal year, in particular a couple from the University of Michigan and Puerto Rico.

John C. Rainey, graduate architectural student at the University of Texas, happily reported that as a direct result of planning data sent him, his thesis design of a State archival building was awarded the first prize, which aids him in continuing his studies at the Massachusetts Institute of Technology.

The committee chairman gave several instructional conferences and lectures to archival interns from Rhodesia, New Zealand, and the United States, and to the American University's summer institute on archival administration, conducted this year by Theodore R. Schellenberg. Committee member Everett O. Alldredge concurrently gave instructional lectures at the fourth summer institute for record management, which was held under the general direction of Herbert E. Angel, vice president of the Society.

The chairman desires to express his thanks to the following Society members, who were associated with him during the year on the Committee on Archival Buildings and Equipment: Everett O. Alldredge, National Archives and Records Service; William T. Alderson, Tennessee State Library and Archives; Vernon L. Beal, Michigan Historical Commission; and Leon deValinger, Jr., Delaware Hall of Records.

VICTOR GONDOS, JR., *Chairman*

REPORT OF THE COMMITTEE ON PRESERVATION METHODS

Sept. 16, 1957

In 1955 William K. Wilson, a chemist in the Paper Section of the National Bureau of Standards, addressed the annual meeting of the Society of American Archivists at Nashville. His topic was "The Protection of Documents by Lamination with Plastic Film." He caused a good deal of consternation among the agencies that used this method of repair by reporting that some of the first documents laminated by the National Archives were showing signs of deterioration and by strongly suggesting that the whole process was suspect.

He announced that the Bureau of Standards had undertaken a project to study lamination with cellulose acetate and other plastic films. The project was being sponsored jointly by the National Archives, the Library of Congress, the Army Map Service, and the Virginia State Library. As the study was just beginning, Dr. Wilson could only outline the scope of the project, describe the techniques and procedures to be used, and suggest some of the possible results. All in all his report posed more questions than it answered.

No further word having been heard on the subject, the Committee on Preservation Methods deemed it appropriate to inquire about the present

status of the project. In answer to the chairman's letter, Dr. Wilson replied, "Laboratory work on the project mentioned in your letter of August 26 was ended on June 30, 1957. A terminal report has been sent to the sponsors of the project, but nothing has been prepared for publication. We have in mind that a report may eventually be made public, after consultation with the sponsors later this month as to a suitable form and medium for this purpose."

The Committee hopes that the sponsors will find it convenient to publish the results of this study as soon as possible. Meanwhile, if we may be permitted to speculate, it would appear that the results when released will bring reassurance to those who repair by lamination, especially those who employ the Barrow method; for, after a suspension of about two years, the National Archives has now resumed laminating with acetate foil, using much the same equipment as before but incorporating certain features characteristic of the Barrow method, such as deacidification and the use of tissue for reinforcement.¹

Since 1949 the Arbee Co. of Summit, N. J., has advertised in the *American Archivist* that it repairs records by lamination with acetate foil, using a process similar to the method employed by the National Archives and the Library of Congress. Your committee considered that such a faithful advertiser deserved attention and sent for the company's free booklet entitled, "The Repair and Preservation of Documents." In its letter of reply accompanying the booklet the company stated that it now uses three hydraulic presses and two roller laminating machines of its own design. It further said that "... the National Archives and various testing organizations have examined our lamination and it was found that it compares very favorably with that turned out by the Library of Congress and the National Archives. As far as I can ascertain, the only difference in the entire laminating procedure between ourselves and other organizations with laminating equipment is the type of re-inforcing tissue used." Two samples of documents laminated by the Arbee Co. were enclosed with the booklet. As far as can be determined by casual examination the work is of high quality, certainly good enough to warrant further investigation by anyone who has need for such service.

GUST SKORDAS, *Chairman*

NATIONAL ARCHIVES AND RECORDS SERVICE

On Thursday, Oct. 24, at 3:30 p. m., Archivist of the United States Wayne C. Grover presided at the unveiling of a portrait of Waldo Gifford Leland, father of the archival profession in America. Present at the ceremonies in the National Archives Conference Room were many of Dr. Leland's personal friends and professional associates. Dr. Grover's predecessor, Solon J. Buck, delivered the formal address, sketching Dr. Leland's contributions to the cause of archives and archival science in the United States. The successful work of

¹ [Editor's note: Although the National Archives cut down its laminating program when the study began, it did not completely suspend it. The program is being expanded again this year to provide for the lamination of documents (especially maps) whose nature and value are such as to justify the cost. See Mr. Geer's comments on Mr. Turner's article in the last issue of the *American Archivist*.]

the Leland Portrait Committee was evident both from the remarks of its chairman, Guy Stanton Ford, and from the distinguished portrait painted by Bjorn Egeli, who was also present at the ceremonies. After Mrs. Leland had unveiled the painting, Dr. Leland himself, with his usual wit and grace, gave a short talk, which is printed elsewhere in this issue. As vice president of the Society of American Archivists, Oliver W. Holmes read a message sent by its president, William D. Overman, on behalf of the Society's Council.

The portrait of Dr. Leland hangs on the front wall of the Conference Room, flanking the mantelpiece and across from the portrait of R. D. W. Connor, first Archivist of the United States. Persons attending the ceremonies received copies of National Archives *Staff Information Paper* no. 20, a compilation of extracts from Dr. Leland's writings setting forth the archival principles he has advocated during a long career. For the record, he was born in 1879 and in vigor is still the envy of his friends.

FEDERAL REGISTER DIVISION

The Federal Register Division has undertaken the publication of a series of annual volumes entitled *Public Papers of the Presidents of the United States*. The first volume will contain significant Presidential messages and papers of 1957 and will be ready for distribution by the Superintendent of Documents early in 1958.

The material selected for inclusion will be arranged chronologically and will be presented in an attractively designed volume of some 700 pages. Additional volumes, covering the messages and papers of succeeding years, will be released annually. Volumes covering earlier years not adequately covered by private publishers will also be issued.

In view of the great quantity of the material, any treatment of the public papers of recent Presidents involves problems of selection. Publication of every item in full would be highly undesirable in the case of routine letters transmitting formal reports to Congress, to mention an obvious example. Several such classes of papers will be omitted entirely, and of other classes only the more important papers will be selected.

The 1957 volume will include formal communications to Congress, public addresses, transcripts of press conferences, letters released to the public, messages to the heads of foreign countries, significant statements on miscellaneous subjects, and a few noteworthy proclamations and Executive orders. The volume will be appropriately indexed and will carry tables listing many Presidential documents that do not appear in full text.

The new series is designed to make the public papers of the Presidents as readily accessible as the proceedings of Congress and the Supreme Court have been for many years. The last volume of Richardson's *Messages and Papers of the Presidents*, an official series, was published in 1899. Since that time private publishers have issued volumes covering the terms of office of several of the Presidents, notably Wilson, Hoover, and F. D. Roosevelt. These volumes were not made available, however, until some time after the period to which they relate.

The new series has been under study since 1954. It was developed in cooperation with members of the White House staff, and it has been approved by the National Historical Publications Commission. Publication is authorized, and format and scope are governed by regulations of the Administrative Committee of the Federal Register, signed by the Archivist of the United States, and approved by the Administrator of General Services and by the Attorney General. These regulations, published in the *Federal Register* of Nov. 6, 1957, give the series official status as a "special edition" of the *Federal Register* under the Federal Register Act. Every effort is being made to ensure authenticity of text.

The Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C., sells for \$7.00 a 1,255-page volume compiled by the Federal Register Division, containing the full text of Presidential documents published in the *Federal Register*, June 2, 1943, through Dec. 31, 1948, with tabular finding aids and a new consolidated index. The volume is known as *Code of Federal Regulations, Title 3-The President, 1943-1948 Compilation*.

FRANKLIN D. ROOSEVELT LIBRARY

Two volumes, entitled *Franklin D. Roosevelt and Conservation, 1911-1945*, are now available for public sale through the Franklin D. Roosevelt Library at Hyde Park, New York. The two volumes contain about 1,200 letters, memoranda, press conference discussions, and speeches on the subject of conservation. Most of the material has never before been published.

In addition to Roosevelt's own significant writings and speeches on the conservation of soil, water, forests, and wildlife and on wilderness and scenic areas, the volumes include important letters addressed to him on these subjects. The publication deals with such matters as the relations between the national forest and park systems; the enlargement of national forest, park, and wildlife areas; the Tennessee Valley Authority; and the Great Plains drought and erosion crisis in the 1930's.

NATIONAL HISTORICAL PUBLICATIONS COMMISSION

On Aug. 22, 1957, the following concurrent resolution (S. Con. Res. 31) was agreed to by both houses of Congress:

Whereas the National Historical Publications Commission is charged by the Congress with responsibility for cooperating with and encouraging "Federal, State, and local agencies and nongovernmental institutions, societies and individuals" in collecting, preserving, and publishing documents that are important for understanding the history of the United States; and

Whereas the said Commission in the discharge of these responsibilities has recommended a national program to encourage the publication of the basic source materials of American history through the cooperative efforts of both public and private organizations; and

Whereas the President of the United States has approved the national program for the publication of historical documents, as set forth in the Commission's published report to him (and summarized in the Appendix of the Congressional Record for July 22, 1955); and

Whereas it is important that the people of the United States understand the history of their country and of its relationship to the rest of the world; and

Whereas the publication of such source materials as letters, diaries, journals, sermons, speeches, reports and other documents — the firsthand evidence of the initiative, courage and spiritual qualities of the men and women who have helped to shape our country's destiny — would contribute to a better understanding of the history of the United States in all of its manifold aspects, and would thereby strengthen the defense of our country against its enemies: Therefore be it

Resolved by the Senate (the House of Representatives concurring), That it is the sense of the Congress of the United States that the fulfillment of the program recommended by the National Historical Publications Commission in its report entitled "A National Program for the Publication of Historical Documents" would be of lasting benefit to the Government and citizens of the United States; and be it further

Resolved, That the Congress of the United States respectfully urges the governors and legislatures of the several States and the State historical commissions and archival agencies, as well as appropriate libraries, historical societies, colleges and universities, business corporations, foundations, civic and other nonprofit organizations, and individuals to cooperate with the National Historical Publications Commission in the fulfillment of the said program.

The Ford Foundation has recently made a grant of \$125,000 to the National Archives Trust Fund Board, to be administered through the National Historical Publications Commission, in support of the preparation of a documentary history of the ratification of the Constitution and the first ten amendments. It is expected that the grant will make possible the completion of copy for the publication, amounting to an estimated six volumes, in about five years.

NATIONAL ARCHIVES

Two preliminary inventories, no. 100, *Records of the War Trade Board*, and no. 101, *War Department Collection of Confederate Records*, have recently been issued. Both these publications may be obtained free of charge from the Exhibits and Publications Branch, National Archives, Washington 25, D. C.

Among recent accessions of the National Archives are the general correspondence of the Office of the Secretary of Commerce, 1903-50; central office records of the Forest Service, 1904-52, documenting its basic programs; and records of the United States Circuit Court and the United States District Court for the Eastern District of Virginia, 1863-1904.

LIBRARY OF CONGRESS

Three important new collections have been received by the Library. Donald R. Richberg has given the first installment of his personal papers, about 2,500 pieces, concerning his career at the bar and in the Federal service during President Franklin D. Roosevelt's administration. Papers of Robert H. Terrell, an important addition to the Library's holdings of manuscripts relating to the history of the Negro in America, have been presented by his daughter, Mrs. Phyllis Terrell Langston. At the time of his death in 1925, Judge Terrell was the dean of the Municipal Court bench of the District of Columbia and had established the remarkable record of having been reversed in his decisions by the Court of Appeals only 5 times in 23 years. Of particular in-

terest in the papers are the correspondence in 1914, when Sen. James K. Vardaman of Mississippi led protests against Judge Terrell's reappointment to the Municipal Court by President Wilson, and the manuscript drafts of many of the judge's lectures and pamphlets concerning the Negro. Mrs. Richard A. Zwemer has delivered to the Library an organized collection of about 6,000 early records of the National Consumer's League. The papers, 1899-1946, document the struggles of the league against sweatshops, child labor, excessive working hours, and substandard wages in American industry.

The Manuscript Division has also acquired 23 William Fairfax warrants, 1750-52, authorizing land surveys in the Northern Neck of Virginia; a headquarters orderly book, Feb. 23-May 28, 1780, kept for General Robert Howe; and a collection of Burt family papers, including letters, a diary, and Elizabeth Reynolds Burt's journal of an Army wife's experiences, 1862-1902.

Supplementing materials already given by him, Maj. Gen. U. S. Grant III has given 36 volumes of headquarter's records, Aug. 1861-Mar. 1866, kept for his famous grandfather. Other additions to existing collections include 1,500 papers, 1899-1929, of Bishop Charles H. Brent; 2,000 more items, 1933-52, of the personal correspondence of Harold L. Ickes; and 1,800 more papers of the novelist Kenneth Roberts.

According to a United Press dispatch of July 15, 1957, the Library of Congress now has about 2,700,000 documents of former Presidents of the United States. A law was enacted during the summer authorizing and directing the Librarian of Congress to index, arrange, and microfilm these Presidential papers.

Isodoro Montiel, author of guides to Spanish provincial libraries at Huesca and Guadalajara, has for the past few years taught archival science at the University of the Philippines. He will be available this year to the Manuscript Division to help complete a guide, begun by the late Grace Gardner Griffin, to reproductions of manuscripts relating to American history in Hispanic depositories.

TECHNICAL DEVELOPMENTS

The Hollinger Corp. of Arlington, Va., producer of "Fibrelex" metal-edge fiber-board document cases, which suffered a disastrous fire on Aug. 15, 1957, is now back in production. The outstanding circumstance of the catastrophe was its demonstration of how well aluminum clad document cases will withstand fire. Several pictures were taken, and details may later appear as an article in this magazine.

Western Reserve University's Documentation and Communication Research Center, in cooperation with the American Society of Metals, has produced a 16-mm. sound-color motion picture with a running time of 13½ minutes to show machine searching of metallurgical literature. The movie features the Western Reserve University Searching Selector, an experimental computer, said to be the only one of its kind, which has been developed to provide pilot searching service for industrial, governmental, and educational organizations.

The *Wall Street Journal* has announced that early in 1958 a Chicago firm

will market on office machine that can automatically cover with transparent cellulose triacetate plastic film a single sheet of paper at a cost of 5 cents for the film. The device is about the size of a typewriter, weighs some 30 pounds, and is expected to sell for \$275.

FOREIGN NEWS

Australia

Mollie Lukis, State Archivist of Western Australia, spent part of 1957 in the United States studying archival administration. A summer school in archives and record management, organized by the Business Archives Council of Australia and the University of Sydney, was held at Sydney, Mar. 5-7, 1957.

Canada

W. Kaye Lamb, National Librarian and Dominion Archivist of Canada, at a luncheon meeting of the Society of American Archivists on Oct. 3, 1957, at Columbus, Ohio, discussed Canadian archival developments and objectives.

Colombia

A curriculum to meet the professional needs of Latin American archivists was one of the subjects discussed recently by two American archivists, John P. Harrison and Gaston Litton, in a meeting at the Escuela Interamericana de Bibliotecología of the Universidad de Antioquia. Dr. Harrison, who represents the Rockefeller Foundation, which is supporting the new Library School at Medellín, Colombia, deposited in the institution's library a copy of the course outline and readings developed by T. R. Schellenberg for inservice training at the National Archives in Washington. These materials and others will be used in perfecting the course that will be offered in the third year of the School's curriculum. Mr. Litton, who assumed his duties as dean of the Medellín school about a year ago, plans that the archival course shall include a seminar open not only to full-time students but also to practising archivists and manuscript custodians from Colombia and neighboring nations who may wish to increase their professional knowledge.

France

Research missions to the Archives of France and the significance of reproductions obtained there are discussed in a 413-page book, *The French in North America*, by Henry Putney Beers, review editor of this magazine. The book was published on Oct. 1, 1957, by Louisiana State University Press, Baton Rouge, La.

Great Britain

The Public Record Office has lost by death one of its quietly dedicated figures, R. L. Atkinson, M. C., O. B. E., who had served for the past 20 years as secretary to the Royal Historical Manuscripts Commission. His successor is Roger Ellis, former editor of *Archives*, the journal of the British Records Association. Since June 1, 1957, Joan Lancaster has been editor of the magazine.

The newly established Marc Fitch Fund provides an income of £2,000 a year to assist record societies in the publication of notable historical manuscripts. The fund is administered by a council of which Francis W. Steer is secretary and M. F. B. Fitch is chairman.

The address of the British counterpart to University Microfilms of Ann Arbor, Mich., is University Microfilms, Ltd., Dering Yard, 67, New Bond St., London, W1. The British concern provides a reproduction service in the British Museum and elsewhere in Britain and has a research staff in London available for locating and checking manuscripts or other materials before microfilming.

The Royal Library at Windsor has an album of John Jay's correspondence, 1776-94, which was given in 1860 by a grandson of Jay to the Prince of Wales, later King Edward VII. H. R. H. Queen Elizabeth II has lately presented to the Library of Congress in Washington a microfilm copy of the correspondence.

Italy

Pope Pius XII has appointed the Dean of the College of Cardinals, French-born Eugene Cardinal Tisserant, to succeed the late Giovanni Cardinal Mercati as Librarian and Archivist at the Vatican.

The first convention of a new organization of ecclesiastical archivists was held in Rome, Nov. 5 to 8, 1957. This *Associazione Archivistica Ecclesiastica* met under the patronage of Eugene Cardinal Tisserant, the Archivist of the Holy Roman Church. The opening day was marked by an audience with the Pope at Castel Gandolfo during which the pontiff addressed the participants on the Church's interest in archives. The next day began with a Mass offered for the late Giovanni Mercati, former Cardinal Archivist. This was followed by visits to the Vatican Archives and the State Archives. That afternoon at the *Domus Mariae* the convention was greeted by Cardinal Tisserant and addressed by Angelo Cardinal G. Roncalli, Patriarch of Venice, on "The Church and Archives." During the next two days papers were heard on "The Tasks and Responsibility of the Archivist" by Monsignor Martino Giusti, prefect of the Vatican Archives and vice president of the Pontifical Commission for the Ecclesiastical Archives of Italy, "Problems of Arrangement and Preservation" by Ambrogio Palestra, archivist of the Curia of Milan, and "Archives and Historical Research" by Giulio Battelli, archivist in the Vatican Archives. These and several briefer papers were all followed by discussion.

Professor Battelli presided over the brief business meeting, which discussed plans for the publication of a journal in the near future, and voted to meet the next year in Milan. A lunch for the almost two hundred participants closed the convention.

The purpose of the new association, as defined in its Statuto, is "to contribute, under the inspiration of the directives of the Holy See, to the careful preservation and study of the archives which are of interest for the history of the Church; and to promote by every possible means the greater scientific and technical proficiency of its members in relation to such archives." Membership is open to those who serve or have served in archives directly or indirectly

connected with the Holy See or in archives of particular interest for the history of the Church, and to those who by promoting archival science contribute to the progress of those two types of archives. The headquarters of the association are in Vatican City.

Peru

Publication of the *Revista del Archivo Nacional del Peru*, established in 1920, was suspended with volume 18 in 1947. In 1955 the present Director of the Archives, Oscar Malga Olguin, arranged for resumption of the magazine with volume 19. Since then 5 semiannual issues have appeared. These contain documents from the Archives with introductory notes, catalogs of documents, and information about the Archives, including annual reports of the director. The review is a valuable contribution to Peruvian historiography and archival science.

Sweden

Uno Willers, present head of the Royal Library in Stockholm, visited the United States in 1957. Previously Dr. Willers has been chief of the Archives of the Swedish Foreign Ministry, librarian of the Nobel Library, and librarian of the Scandinavian Library at the Sorbonne in Paris.

CALIFORNIA

The Hoover Institute and Library on War, Revolution, and Peace at Palo Alto has been renamed the Hoover Institution on War, Revolution, and Peace. It has recently opened a unique Russian police archive, the files of the Paris office of the Czarist Russian Secret Police. Brought out of France in 1926 in 16 large wooden packing boxes, the materials were supposed to have been destroyed by the last pre-Communist ambassador to France. By agreement the boxes were not opened until after his death, in 1957.

The archives of the League of Women Voters of San Francisco were formally deposited with the California Historical Society at a ceremony on Sept. 18, 1957.

The Bancroft Library has recently received correspondence and other papers of Count Revilla-Gigedo, viceroy of Mexico, 1789-94; and papers of Gaspar de Portola, first governor of California, some two decades earlier.

DELAWARE

From the proceedings of the 39th annual conference of the National Association of Secretaries of State, the State of Delaware has reprinted in pamphlet form an address on "Microfilming and Preservation of Public Records," delivered at Carmel, Calif., on Sept. 20, 1956, by the State Archivist of Delaware, Leon deValinger, Jr. As director of the Friends of John Dickinson Mansion, Inc., Mr. deValinger has announced that 7,000 people visited the mansion during the first year after its formal dedication. The corporation's records will be kept by the Public Archives Commission in the Hall of Records at Dover.

DISTRICT OF COLUMBIA

Information about the certificate and degree programs in record management and archives administration offered by the School of Government and Public Administration of American University, in cooperation with the National Archives and Records Service, can be obtained from Dean Catheryn Seckler-Hudson, 1901 F St., N. W., Washington 6. The summer institutes for 1958 have been tentatively scheduled as follows: 12th institute in the preservation and administration of archives, June 16-July 11; and 5th institute on record management, June 2-13.

Raleigh B. Buzzard, a resident of Washington and curator and historian of the Army Corps of Engineers Museum at Fort Belvoir, Va., died recently. In the Office of the Chief of Engineers he had been successively Chief of the Historical Section and Chief of the Archives Branch.

Adm. John M. Hoskins, who retired from the Navy at the end of May, is now head of the new Office of Declassification set up by the Secretary of Defense. Since the estimated volume of classified material in 12 Army, 2 Air Force, and 5 Navy record centers is nearly 1,380,000 cubic feet, the Admiral has warned against expecting any quick solutions. The Associated Press reported him as saying that though he had traveled the sea for 30 years he had not yet learned to walk on water!

FLORIDA

On Apr. 6, 1957, the T. T. Wentworth, Jr., Historical Museum, in Escambia County, about 8 miles north of Pensacola, was dedicated. The museum is open to the public without charge. A congratulatory resolution of the Florida Legislature mentions the contents as "items of great historical significance including Florida relics, artifacts, maps, ancient guns, antiques, historic letters and papers dating from the expedition of Don Tristán de Luna, Spanish explorer, in 1559, to the Pensacola area."

INDIANA

During the summer of 1957, Herbert L. Heller of DePauw University engaged in field work for the Indiana State Library and the Indiana Historical Society. A number of public and private records were borrowed and microfilmed. Of especial interest, 72 volumes of the early official records of Tell City and the Swiss Colonization Society were reproduced, and microfilms of these are now on file in the Archives Division of the State Library.

Roy C. Brundage, secretary of the Indiana Hardwood Lumbermen's Association, Horticulture Building, Purdue University, Lafayette, is assembling data on lumbering and sawmilling in the State. He is interested in collecting materials and information that may be used in a regional history of the industry.

KANSAS

The Kansas Historical Society has acquired a group of expense bills for the City of Wichita for 1872-73 and a microfilm of the proceedings of Wichita's local government from 1870 to 1889.

The winter-wheat research carried on by Kansas State College at experiment stations throughout Kansas received a setback on Aug. 25, 1957, when fire razed East Waters Hall on the Manhattan campus. The fire destroyed 50 years of experimental records, including records of the U. S. Department of Agriculture and the Kansas Crop Improvement Assn.

MARYLAND

On June 15, 1957, Sylvester K. Stevens, Executive Director of the Pennsylvania Historical and Museum Commission, addressed a luncheon conference in Baltimore of the historical societies of Maryland. Dr. Stevens stressed that the collection and preservation of material is an objective unchanged from the early days and urged the necessity for unity among societies of related purposes.

MASSACHUSETTS

Richard W. Hale, Jr., Boston University, Room 401, 84 Exeter St., Boston 15, is collecting information for the *Guide to Photographed Historical Materials* to be published by Cornell University Press for the Committee on Documentary Reproduction of the American Historical Association. Questionnaires related to the project were distributed at one of the sessions of the Society of American Archivists at its Ohio meeting in Oct. 1957.

MICHIGAN

James M. Babcock, formerly assistant archivist in the University of Oklahoma, is now chief of the Burton Historical Collection, Detroit Public Library. He succeeds Elleine Stones, who retired in November. Mrs. Stones had been an employee of the Library since 1928 and chief of the Burton Collection since 1941.

MINNESOTA

Robert C. Wheeler, formerly of the Ohio Historical Society, has joined the Minnesota Historical Society as assistant director.

Bruce Harding of the Forest History Foundation, St. Paul, spent most of the past summer in field work in Minnesota and Wisconsin and subsequently visited the New York-New England area. He recorded interviews, examined institutional holdings, and explored the records of lumber, pulp, and paper companies.

MISSOURI

The 5th triennial archivists' and historians' conference of the Lutheran Church-Missouri Synod, Oct. 8-9, 1957, brought together at Concordia Historical Institute in St. Louis, representatives from 32 North American districts. The institute has described its functioning in a 12-page illustrated pamphlet, now being distributed.

NEBRASKA

Donald F. Danker, archivist of the Nebraska State Historical Society, has edited for the June 1957 issue of *Nebraska History* the Andersonville prison diary of Albert Henry Shatzel, May 5-Sept. 12, 1864.

NEW HAMPSHIRE

The Mencken collection of Dartmouth College Library has received 7 cases of papers of H. L. Mencken, not to be opened until 1991, and even then to be restricted. They are believed to contain autobiographical material dictated by Mencken in the 1930's and 1940's.

NEW MEXICO

William Swilling Wallace, Associate Librarian and Archivist, New Mexico Highlands University, prepared the introduction and notes for *The Land Between*, basically a translation of the journal of James Schiel detailing the experiences of the Gunnison-Beckwith Expedition from the Mississippi River to California, 1853-54. The work is volume 9 in the Great West and Indian Series.

The papers relating to New Mexico land grants housed in the U. S. Bureau of Land Management, Sante Fe, comprise 80 cubic feet of materials, consisting of about 20,000 Spanish and Mexican manuscripts dating from 1685; 65,000 records of legal proceedings; and 35 ledgers. These have been arranged and microfilmed under the direction of Albert James Diaz of the Special Collections Division, University of New Mexico Library. An index prepared by Diaz is expected to appear in 1958. Questions about the project, which resulted in 65 rolls of microfilm selling for \$635, should be directed to Davis Otis Kelley, University Librarian, New Mexico University, Albuquerque.

NEW YORK

The Cornell University Collection of Regional History and University Archives has acquired two outstanding collections of business papers: the records, 1884-1953, of the West Virginia Pulp & Paper Co., in 90 volumes and 179 storage boxes; and the records, 1916-55, of the Dairymen's League, in 559 volumes and 79 storage boxes. In addition the papers of certain predecessors of each of these organizations have been acquired.

Phil L. Snyder, formerly assistant archivist at Cornell, has resigned to become a member of the history faculty at Fullerton Junior College, Fullerton, Calif. Mr. Snyder's successor, John A. Wertis, received his B. A. at Cornell and is at present a candidate for a master's degree there.

Lewis M. Starr, director, has announced that the Oral History Research Office, 103 Butler Library, Columbia University, New York 27, will furnish upon request a compendium briefly describing the interviews, 1948-57, that make up the oral history collection of more than 65,000 pages. Fields of emphasis have been national and New York City politics, international re-

lations, the labor movement, agricultural policy, book publishing, law, and social work. The collection is growing by 10 to 20 thousand pages a year.

Milton Reitzfeld, director of the Management Assistance Office of the Third Naval District, conducted a 12-session workshop seminar on paperwork management as part of the fall 1957 curriculum of the management institute of New York University's Division of General Education.

The Civil War Centennial Association, incorporated in 1953 as a nonprofit organization, distributes from 589 Fifth Ave., New York 17, a 7-page pamphlet containing its objectives and comments. The following persons constitute a committee to encourage private persons to search their belongings for manuscripts of research value and deposit them with some appropriate State society or university: David C. Mearns, chairman, Leslie E. Bliss, Christopher Crittenden, Gilbert Govan, Howard Peckham, and Clyde C. Walton, Jr. The Civil War Centennial Association plans to set up a centralized index for the benefit of persons working in the field.

At the daylong 4th annual conference on record management sponsored by the National Records Management Council at the Hotel Roosevelt on Sept. 20, 1957, NRMC president Robert A. Schiff gave the welcome; William L. Crunk, general supervisor of sales offices for Reynolds Metal Co., told how paperwork forms could be efficiently controlled; Harvey Sherman, manager of organization and procedures for the Port of New York Authority, outlined the functions of a central monitoring staff within his organization; Daniel G. Schuman, vice president and controller of Stromberg-Carlson Co., gave the case history of Stromberg's space savings; Albert Pleydell, vice president and treasurer of Management Services Associates, suggested sources of trained administrative personnel; and Virgil L. Couch, industry office director of the Federal Civil Defense Administration, gave the luncheon address, stressing disaster preparedness. Copies of the proceedings are promised for \$2.50.

A project to compile a catalog of manuscripts relating to British history in the United States was announced at the 11th regular meeting of the Conference on British Studies, held at New York City on Apr. 27, 1957.

NORTH CAROLINA

The Director of the North Carolina Department of Archives and History, Christopher Crittenden, was one of the guest lecturers before the institute of historical and archival management at Cambridge, Mass., last summer. Three of the department's staff members visited Washington, D. C.: H. G. Jones, State Archivist, to attend the 11th institute on preservation and administration of archives; Fanny Memory Blackwelder, State record center supervisor, to attend the 4th institute on record management; and Martha H. Farley, exhibit curator in the Hall of History, to observe in the laboratories of the National Park Service. A newcomer to the staff is George K. Gelbach of Edenton, historic site specialist for Bentonville Battleground.

In format comparable to the illustrated leaflet on "Services to the Public," issued in 1956, the Department of Archives and History published two more orientation leaflets in 1957, one on "Historical Research" facilities of the

department and one on "Records Management in North Carolina." Copies of these leaflets are available from the office of the State Archivist at no charge.

Stuart Noblin of the faculty of North Carolina State College has been promoted to professor and appointed college archivist.

OHIO

The Ohio General Assembly has set aside the old Governor's Mansion at Columbus to be used by the Ohio Historical Society as an archives exhibit building.

Erwin C. Zepp, Director of the Ohio Historical Society, was in charge of local arrangements for the recent annual meeting of the Society of American Archivists. Registrants at Columbus were given a copy of *A Short History of Ohio Land Grants*, prepared under the auspices of the State auditor; and Gov. C. William O'Neill appeared in person at the convention hotel to deliver a warm address of welcome. In its leading editorial on Oct. 3, the *Ohio State Journal* commented on the happy circumstance that the SAA should be meeting in Ohio's capital city when the Ohio Historical Society was beginning to develop a new archival program for Ohio and its subdivisions.

OKLAHOMA

A new illustrated booklet on the Oklahoma Historical Society and its collections, together with two color postcards of paintings in the Historical Building, can be obtained for \$1 from the society's administrative secretary, Historical Building, Oklahoma City 5.

OREGON

Oregon's Public Records, an 8-page printed pamphlet, is a report made to the Legislative Assembly by David C. Duniway, State Archivist, and published in 1957 by the Oregon State Library. Besides a statement of archival objectives and needs, the pamphlet contains a checklist of available microfilm of public records. Reproduced in facsimile on the last two pages is the oldest legal document in the Oregon State Archives, a contract for the formation of the Willamette Cattle Co., from the records of the provisional government of more than a century ago.

Martin Schmitt, curator of manuscripts at the University of Oregon, Eugene, has in his care the papers, chiefly 1929-55, of Col. William B. Greeley, some of them from the files of the West Coast Lumbermen's Assn. An attempt to augment the collection is under way.

PENNSYLVANIA

In Philadelphia, where the Department of Records has custody of most non-current municipal records, the city charter has hitherto charged the register of wills with the custody of wills. The fact that a New York dealer was offering for sale the will of Rebecca Gratz led the chief judge of the Philadelphia Orphans' Court to request City Archivist Charles E. Hughes, Jr., to make a special

survey of how wills were being kept. Articles in the *Philadelphia Inquirer* for Aug. 1 and 2, 1957, tell about the chaotic conditions brought to light.

The family of Victor A. Beede, former head of the School of Forestry at Pennsylvania State University, has presented his personal files and library to the school.

TENNESSEE

The Sunday School Board of the Southern Baptist Convention has established a record center for its headquarters offices in Nashville. It will be supervised by Belden Morris Menkus, whose preliminary service as record officer became a permanent assignment on Oct. 1, 1957.

TEXAS

During the 23d annual meeting of the Southern Historical Association at Houston in Nov. 1957, at a joint session with the Texas State Historical Association, James T. Babb of Yale University discussed the Streeter collection of Texas materials now at Yale.

Responding to popular demand, the Texas Legislature has authorized construction of the State Archives and Library Building to house the State archives, museum, land office, and library. The Legislative Reference Library will remain in the Capitol Building.

The Rayburn Library, a \$500,000 structure of white Georgia marble financed by private donations, was dedicated at Bonham Oct. 9, 1957. Buster Cole, treasurer of the Sam Rayburn Foundation, presided; and Secretary of the Treasury Robert A. Anderson delivered the principal address. Also taking part in the program were former President Harry S. Truman, the Governor of Texas, United States Senator Lyndon B. Johnson, Archivist of the United States Wayne C. Grover, Karl L. Trever, and Mrs. Fred Vinson. The Rayburn Library will preserve the papers and documents of the Hon. Sam Rayburn, who has been a member of the United States House of Representatives for 45 years and Speaker of the House longer than any previous Speaker. H. G. Dulaney of Bonham is the Library's director.

Texas Tech's Southwest collection, depository for the American records of the Matador Land and Cattle Co., Ltd., 1882-1952, has received the home office records from Dundee, Scotland, thus bringing together at Lubbock all existing archival materials pertaining to an international venture that was for 70 years devoted exclusively to the production of beef. The Matador ledgers, journals, herd books, annual reports, ranch diaries, correspondence, and other papers total approximately 400,000 pieces.

UTAH

To ensure the collection and preservation of military records pertaining to the State of Utah, the 1957 session of the State Legislature established a military record section in the Utah State Archives, a branch of the Utah State Historical Society. The section is to collect and maintain a record of the graves

of all United States Armed Forces veterans buried in Utah and to assist in placing a Government marker at any veteran's unmarked grave.

VERMONT

Several members of the Society of American Archivists participated in the 2-day program of the 7th summer session of the Vermont Historical Society, at Montpelier, July 26-27, 1957. The VHS Director, Richard G. Wood, presided at a session on Vermont biography, where one of the panelists was Carl L. Lokke of the National Archives, speaking on Charles Downer Hazen. Robert H. Land of the Library of Congress gave an address on research materials in the Manuscript Division of the Library relating to Vermont history.

Olney Hill, the State's director of public records, spoke about the work of the Vermont Public Records Commission.

At the dedication of the President Calvin Coolidge House, Plymouth Notch, Aug. 3, 1957, Vrest Orton, chairman of the Vermont Historic Sites Commission, gave the welcome. Wayne C. Grover, Archivist of the United States, discussed the value of Presidential homes. John Coolidge, son of the late President, presented the property to the State of Vermont, and Gov. Joseph B. Johnson accepted on behalf of the State. Meade Alcorn, chairman of the Republican National Committee, spoke on Calvin Coolidge and the conservative philosophy.

VIRGINIA

Among its new acquisitions the University of Virginia Library has received many private account books, chiefly of the 19th century, and 117 volumes, 1801-84, of records of the city of Alexandria.

On Sept. 20, 1957, the Virginia Committee on Colonial Records through its subcommittee of William J. Van Schreeven and Francis L. Berkeley, Jr., announced that contributions from Virginia institutions and from the Federal Commission on the Jamestown Festival "have made it possible to extend for a number of additional months the project to locate, list, and microfilm the manuscript sources in Britain and elsewhere for the history of colonial Virginia." A grant by the Association for the Preservation of Virginia Antiquities made it possible to resume mailing the Reese reports on Virginia records in overseas repositories. The 24th general mailing carried reports describing certain materials at Oxford, in the Codrington Library of All Souls College and in the Bodleian Library.

The headquarters papers of the British Army in America that were taken to England in 1783 by the commander-in-chief, Sir Guy Carleton, were sold in 1930 by the Royal Institute of Great Britain to raise funds for reconstructing its London building. John D. Rockefeller, Jr., acquired the collection in 1936 and gave it to Colonial Williamsburg, Inc. In honor of the visit of H. R. H. Queen Elizabeth II to this country Colonial Williamsburg arranged for President Dwight D. Eisenhower to present the 107 volumes to the Queen for return to her realm. At the presentation in Washington on Oct. 20, 1957, the following were present: President and Mrs. Eisenhower, Queen Elizabeth

and Prince Philip, Mr. and Mrs. Winthrop Rockefeller, and Mr. and Mrs. Kenneth Chorley.

WEST VIRGINIA

The Forest History Foundation reports that O. D. Lambert of West Virginia University, Morgantown, has located and brought together there many of the records of the State's forest industries. Since he is undertaking a history of the industries, Mr. Lambert will be glad to learn of other records pertinent to his subject.

WISCONSIN

Gilbert H. Doane has been appointed Archivist for the University of Wisconsin.

Accessions now open to research at the State Historical Society of Wisconsin include the papers, 1918-52, of DeWitt C. Poole, diplomat and educator; records, 1875-87, of the Congregational Church of Salem, Kenosha County; papers, 1839-77, of Mr. and Mrs. Henry S. Baird of Green Bay; account books, 1876-1931, and other items, including many photographic records produced by Madison photographers.

WYOMING

Lola M. Homsher, Director of the Wyoming State Archives, reports that the program of surveying the records of all State offices is being pushed. Preliminary inventories of the records of the Auditor's Office, the Department of Education, and the Office of the Secretary of State have been prepared. The following offices of Laramie County have been surveyed: county clerk, treasurer, superintendent of public instruction, coroner, clerk of the District Court, and court reporter. A survey has also been made of the records of the office of Laramie County School District No. 1, which consists of Cheyenne and its vicinity.

A large body of outgoing and incoming correspondence of governors of Wyoming during the period 1878-1918, all in remarkably good condition, has been transferred from the Office of the Governor to the State Archives. At the latter, a special effort is being made to increase the collection of State reports and publications.

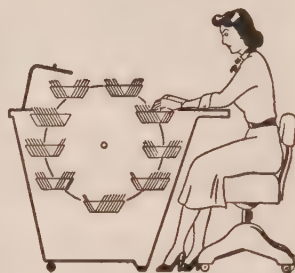
Dorothy K. Taylor, microfilm administrator, reports that the personnel authorization for the Wyoming State Centralized Microfilm Department has been increased from 7 to 10 for the 1957-59 biennium. Jack M. Manary, who for the past 10 years has headed the microfilm unit of the Atomic Energy Commission at the Hanford Project in the State of Washington, has been appointed her deputy.

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Simplawheel

#1. SIMPLAWHEEL, a motorized pushbutton or manually operated cradle-type wheel file. Suspended cradles are fully and automatically stabilized and travel in a true circle. Generally not as compact as WHEELDEX. Somewhat more compact than competitive units of its type. Better engineering throughout combines some important features not available in others. Better suited and less expensive than WHEELDEX for some applications, particularly those requiring large forms. Carries existing materials or records on all types of paper without physical alteration. Records ride unattached in removable cradles or trays. Capacities range generally from a hundred to several thousand linear filing inches per machine. (Not limited to use as a housing for records.)

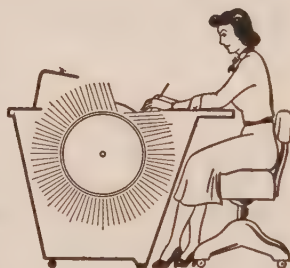


Wheeldex

#2. WHEELDEX, a true wheel file, cards removably attached directly to a continuous ring. Over 30 different models—motorized or manual—for limited or tremendous volumes. The original and outstanding leader in both quality and performance for over 20 years. Has many truly important exclusive features which can be proven by inspection.

For example, "Only WHEELDEX provides comfortable posting of handwritten entries direct to every card without removal from the wheel." For WHEELDEX this includes all types of jobs, even those requiring detailed entries with pen or pencil. Every card comes into the same good working relation to the cabinet surface on which the operator's arm rests comfortably while posting (Cards are readily removable when typewritten entries are required.)

Others claim a direct-to-wheel posting feature, also, but a trial should convince you that it is truthful only in an extremely limited sense. It is practical, comfortable, and broadly true only with WHEELDEX.

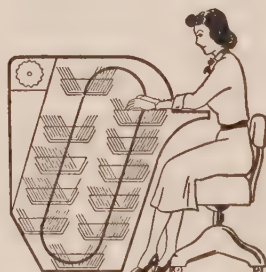


Simplafind

#3. SIMPLAFIND selector button controls automatically determine the shortest route and speedily bring the desired records to the operator's hands.

Records ride unattached in short removable trays. SIMPLAFIND carries existing records or other materials without physical alteration. With many models, capacity ranges from several hundred to over 3000 linear filing inches per machine.

Superbly engineered throughout—nothing on the market even approaches SIMPLAFIND for speed, for compactness or convenience, competitive claims to the contrary notwithstanding. Prove it by the use of a ruler, stop watch, simple arithmetic and thoughtful, personal inspection.

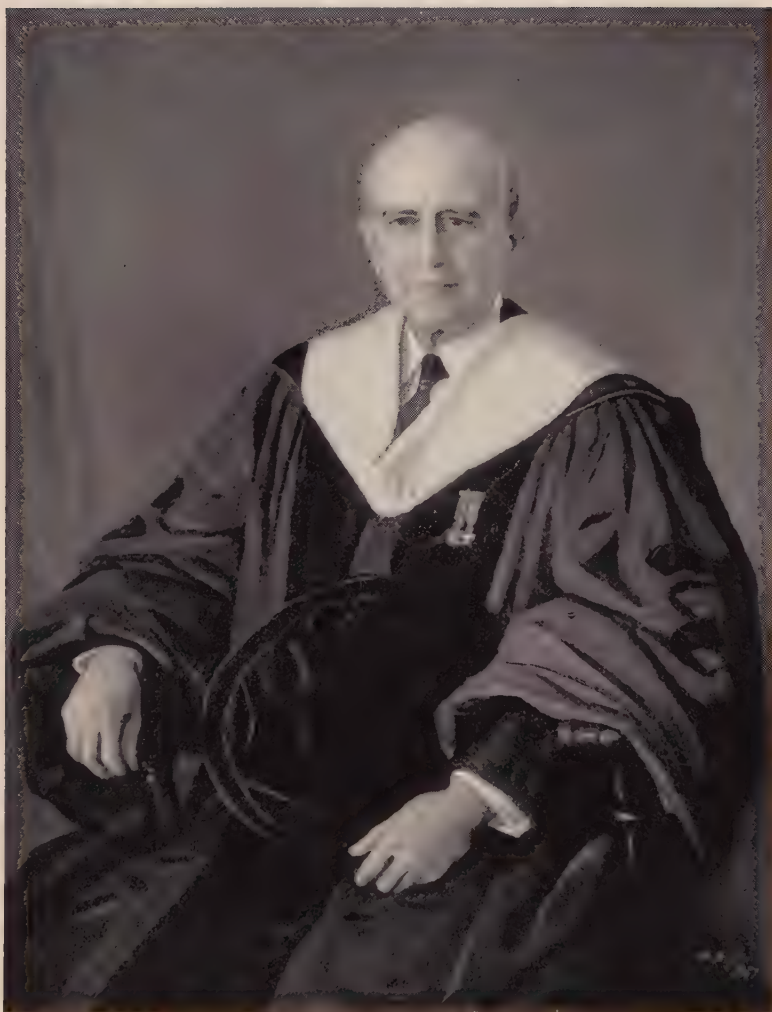


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WHITE PLAINS, N. Y.



WALDO GIFFORD LELAND

Portrait by Bjorn Egeli, unveiled in the Conference Room of the
National Archives on Oct. 24, 1957.

The Philadelphia Program

By CHARLES E. HUGHES, JR.¹

Philadelphia Department of Records

ON March 20, 1700, the Provincial Council of Pennsylvania passed an act against defacers of charters, which reads as follows:

Whereas the security of titles and property, in a great measure, depends on the safety and certainty of writings and records, Be it enacted, that who soever shall forge, deface, corrupt or embezzle any charters, gifts, grants, bonds, bills, wills, conveyances or contracts, or shall deface or falsify any inrolment, registry or record, within this province shall forfeit double the value of the damage sustained thereby, one half whereof shall go to the party wronged; and the person so offending shall be discarded from all places of trust, and publicly disgraced as a false person, in the pillory, or otherwise at the discretion of the court before whom the cause shall be tried.

Again in 1705 the Council passed an act creating the office of the Register of Wills, commissioned for the probate of wills and the granting of letters of administration. This act reads in part as follows:

The holders of the office must be bonded, among other things for the delivering up the records and other writings belonging to the said office, by him, his heirs, executors or administrators, to his successors in the said office, whole and undefaced.

Through the 18th century and the early 19th century numerous laws dealing with records and recording functions were passed by the provincial councils and the assemblies of the Commonwealth of Pennsylvania. They were good laws. They reflect intelligent concern for proper recordkeeping. Other evidence shows the scrupulous care exercised in recording, arranging, and securing the records of the City and County of Philadelphia. We have seen inventory sheets for the early 19th century, which indicate that the head of an office, at the expiration of his term, was required to furnish to his successor a detailed account of the records in his custody. Indeed, in the old days Philadelphia was a model of sound record adminis-

¹ Paper read at the annual meeting of the Society of American Archivists, Columbus, Ohio, Oct. 4, 1957. The writer is City Archivist, Department of Records, City of Philadelphia.

tration. But about 1854 the concern for records began to diminish. Evidence of this may be found in our inventories, which show great gaps of missing documents in all of the then existing departments of city and county government.

Before 1854 the County of Philadelphia included 28 boroughs, districts, and townships, in addition to the City of Philadelphia. In 1854 the State legislature passed an act consolidating all these boroughs, districts, and townships with the city. Obviously the setting up of Philadelphia's new city government involved moving the records of the several jurisdictions to a central location and resulted in some loss. Fortunately, we do have in the Municipal Archives many of the basic documents of the consolidated jurisdictions. In 1888 city departments started to move from Old City Hall, which is the Fifth and Chestnut Streets wing of the Independence Hall group of buildings, to a new City Hall in what is now Philadelphia's Penn Square. The moving of departments into the new structure was gradual and was not completed for 22 years. Although we suspect that these moves resulted in the loss of much material of great importance, not all of the fault can be charged to moving.

How far responsible people strayed from the sound practices established by Penn's government is described in Allinson and Penrose, *Philadelphia 1681-1887; a History of Municipal Development*, published in 1887, a year before the moving took place. Referring to the condition of the records, they mention

the careless abandon with which the city of Philadelphia has left its records to survive or perish as chance or accident might dictate, the well known fact that many records were destroyed during the British Occupation, and the utter indifference heretofore manifested toward the investigation of its Municipal history and the collection and preservation of documents pertaining thereto . . . as to the Archives and Library of the City of Philadelphia, it may almost be said that there are none, since the City does not even own a complete set of its own ordinances or journals.

This condition, of course, has been corrected. We now have in the Municipal Archives complete sets of ordinances and journals from the first issue in 1704 to the present.

In 1904 Lincoln Steffens' well-known book *The Shame of the Cities* was published, and the phrase "Philadelphia — corrupt and contented" was coined. Of the six cities covered in this work, Philadelphia was classified as the worst, without peer in the ungente art of municipal maladministration. Its unenviable reputation extended to its records; for, in spite of a great and worthwhile research project carried out in 1901 for the American Historical Association

under the direction of the distinguished historians Herman Vandenburg Ames of the University of Pennsylvania and A. E. McKinley, nothing was done by responsible city officials to deal with the situation, a golden opportunity was lost, and the chronically bad conditions became progressively worse.

Then came what I like to call the Renaissance. It began in 1950 in the office of the city controller under the direction of Joseph S. Clark, who 2 years later was to become Philadelphia's first successful reform mayor and afterwards was elected United States Senator from Pennsylvania. As controller, Mr. Clark determined to modernize his important office. Quill pen and candlelight methods were to give way to the application of machine accounting; systematic and comprehensive audits by qualified accountants were to be made; searching analysis and proper control systems were to apply to the city's finances; the quality and morale of personnel were to be improved. In a word, the office was to be a showcase of good modern government in contrast to the inefficiency, waste, and corruption that had existed for more years than I care to mention. A wise decision was taken to improve and modernize the records of the controller's office. I had the honor to be selected for the job, although I must confess that I doubted the honor sometimes, after days in oppressively hot or excessively damp rooms laden with dust, pigeon waste, and occasional clutches of ossified pigeon eggs, when my appearance was such that I was often mistaken for the janitor.

This was the small but effective beginning of what has become known in the field of archives and record management as the Philadelphia Program. Briefly, the program in the controller's office consisted of an accurate inventory of all the records, a careful evaluation of the inventory, the lawful disposal of useless records, which represented 60 percent of the total inventory, and the finding and preservation of a large body of documents dealing mainly with the city's financial history, which are now in the Municipal Archives. We carried out a demonstration project in the application of microfilm and a modest but successful attempt at form control. Monetarily, the program brought savings of about \$20,000 in the cost of space and equipment released and the proceeds from the sale of useless records as waste paper. A more important result, I think, was the effect of the program on the members of the Charter Commission, who were then drafting a new frame of government for the city. They contemplated a Department of Records that would deal with all the city's record problems. In its final form the Home Rule Charter included provisions for this new department — an innova-

tion in municipal government. The Home Rule Charter was adopted by popular vote in April 1951 and became operative on January 7, 1952. We were on our way.

The Department of Records constituted by the Home Rule Charter has full and equal status with other departments of the city government. It is headed by a commissioner, appointed by the managing director with the approval of the mayor, and two deputies appointed by the commissioner with the approval of the managing director. With the exception of the commissioner and his deputies, all departmental personnel are civil service employees.

The position of the Archivist is somewhat unique in that it is the only position in the Civil Service that is spelled out in the charter. Section 5-1101, Sub-Section (d), Part 1 reads: "Preserve all City Records not in current use and of historical, administrative, legal, research, cultural or other important value in the Archives of the City which shall be under the care and supervision of an Archivist."

At the outset, the Department of Records was organized in two divisions — the Forms Control and Records Service Division and the Archives Division. In October of 1953 the Office of the Recorder of Deeds was abolished and its functions were transferred to the Department of Records, thus broadening the scope of the department's operation and adding the Documents Division to its organization.

The early days were marked by the problems we expected to encounter in organizing a new function of government. Although it was suggested that the services of a consulting firm might be desirable, this was vetoed by those of us who believed that, if we were to be responsible for the success of the department, we should know at first hand and intimately the problems that would and did arise; and that, by drawing on our own experience and the available experience of others, the most effective results would be obtained. The total experience gained on what might be termed a do-it-yourself basis has been rewarding to us and has saved the city a considerable amount of money. Procedures were drafted; rules to implement charter provisions were approved; solicitor's opinions to clarify certain legal requirements were obtained; skilled personnel, scarce in the archival field, were carefully sought out, employed, and trained; and, perhaps most important, training classes were held for employees of the numerous departments, boards, and commissions to educate them in the meaning, purpose, and procedures of the new department.

In describing the operations of the three divisions of the depart-

ment, I should like to call your attention to the fact that each complements the other; together we deal with the control of records from creation to doomsday.

In the past, the design of forms and specifications for construction and materials were relegated to the uninformed. Control was nonexistent. As in many another vast organization whose administrative functions move on a web of forms but without an active form control program, we found a heterogeneous mass of forms compounded with overlappings, duplications, and a wasteful use of materials. The Home Rule Charter defines in a concise and unequivocal manner how forms shall be handled and places the entire control in the Department of Records. With such a firm foundation, supplemented by a few rules and the application of good management techniques, the task of erecting a sound program for the administration of forms was simplified.

Rather than attempt empire building through the employment of a large staff to examine and redesign some 7,000 different forms in use at the beginning of the program, it was decided to recruit a small but highly skilled group to analyze forms of common content used by many agencies. These forms were combined, simplified, and standardized. Where concrete savings could be realized, one-time multiple carbon sets were introduced to replace cut-sheet, manually inserted carbon. Thousands of clerical man-hours were saved by the initial effort to eliminate, combine, standardize, and simplify.

Detailed analyses were made of the quality, weight, and size of paper used. In the light of realistic retention periods and use, the heretofore uninhibited use of rag paper was brought into reasonable compass. Premium papers are now used only where long retention or unusual handling justifies them. The use of 50% rag, 24-pound paper for casual intradepartmental communications was eliminated. Odd form sizes were regularized to obtain cuts from standard commercial sizes of paper.

Almost 6 years after the form control program was introduced, the city has only a few more than 3,000 forms in active use. This total includes every possible variety — cut-sheet, continuous, specialty, tab card, envelope, ledger card, and form letter, to mention a few. These forms provide for every agency of the city and embrace all the paperwork introduced during the past 6 years to handle needed new functions.

Although the Department of Records does not install systems and procedures, the charter fortunately enjoins us to subject every form to analysis before it can be adopted. Here I might mention

that there is neither conflict nor overlapping with the method people in the using departments and agencies. Essentially in practice, form control means what it says — complete control. There is nothing of the rubber stamp about our activity.

By eliminating red tape in handling forms and by giving fast service we have established excellent rapport with the user agencies. Only by centralization can real control of forms be achieved. We have an established rule that no form can be printed by the city print shop or purchased by the Procurement Department unless it has been carefully examined for necessity, has been designed to fulfill the purpose intended, has been constructed and designed for the type of writing machine used, and has been printed by the method best suited to the details of its design.

The entire program of paperwork control is being carried out by a staff of only 8 people. This staff examines, analyzes, designs, composes, rules, writes specifications, maintains files, and performs all related clerical functions. In ratio to the total number of city employees, there is 1 form control employee for every 3,500. Annual savings run into tens of thousands of dollars.

Records Service, which is an activity combined with Forms Control, plays a major role in the management of city records. It embraces the administrative analysis of records. You may ask, why is such a function necessary or justified? During the past two decades the growth of paperwork in industry and government has mushroomed tremendously. Some have characterized record creation and accumulation as a curse. I do not know that the word "curse" is descriptive, but I submit that the growth of records, left unattended and improperly managed, will like a cancer cause serious problems in administrative services and will waste valuable man-hours and space that today is at a premium.

The service we perform in record management embraces every facet from the provision of equipment tailored to a particular body of records to the development of methods for charging out records. Indexing, cross-referencing, microfilming, and all other techniques are recommended only after detailed study. We have made extensive use of microfilm both for the preservation of vital records and for the administrative use of records. Judiciously applied, microfilm can save space, reduce costs, arrest deterioration, and give security. But microfilm can be expensive and wasteful if the records filmed are not carefully analyzed. I suspect that, in recent years, war scares and the awesome threat of nuclear weapons have resulted in the useless expenditure of large sums of money for

microfilming records of no lasting value. But wherever film can be used administratively and the records must be kept indefinitely, microfilming pays off.

We have microfilmed all our property deeds — over 17,000 books averaging 600 pages per book and going back to 1682 — and have inserted sections of the film into acetate jackets for viewing. We are now microfilming mortgages. We have conserved several thousand square feet of space and are saving annually some \$27,000 in clerical and material costs on the deeds alone. What is so very important to us is that we have recovered enough space to take care of 25 years' expansion and still provide enough room for a new operation we were recently called upon to administer. Before this microfilming, we had virtually no unused space and had to disperse records over three floors.

Now let me present an actual case in the operation of our Records Service, which we completed last July — a "first" in municipal record management and one in which I think we may justly take pride.

We have a body of records in Philadelphia constituting the Registry Division, dating back to 1865. The Registry Division was part of our Department of Streets; but, because it deals in the main with real estate transfer records, it was moved by ordinance from the Department of Streets to the Documents Division of the Department of Records in January of this year. Every time a deed was recorded an abstract was made reciting the new owner, former owner, date, and description of the metes and bounds or the exact geographical location of the property in respect to streets. The dimensions are actually plotted to scale on plats. There are some 5,000 plats representing segments of the city. The abstracts occupied some 270 4-drawer file cabinets and numbered 4½ million sheets of paper in file. The 5,000 plats and about 40,000 transfer sheets, on which the new name was posted chronologically upon each transfer of title, were in 419 huge metal-bound books. Each year over 40,000 entries were made and 40,000 sheets or abstracts filed.

These records were in a deplorable condition; through neglect and hard use — 140,000 references annually — one of the most valuable groups of records in city government had deteriorated sadly. The little recopying that could be done was a virtual treadmill of wasted effort. What did we do with this gargantuan body of records? First we assigned a crew of highly competent record people — our own, incidentally — to examine every detail of the operation.

Our record examiners first arranged to microfilm the 4½ million abstracts and put the film of the abstracts pertaining to each proper-

ty in an acetate jacket allowing room for future additions. Secondly, abstracting was discontinued. The microfilmed deed now serves as the abstract. Thirdly, we eliminated posting to transfer sheets. What did we accomplish, what did it cost, what did we save?

1. We eliminated transfer sheets and abstracting.
2. We eliminated the keeping, handling, and replacing of bulky heavy binders.
3. We arrested the deterioration of the records.
4. We provided a duplicate copy of the entire record on film as insurance against fire, water damage, pilferage, or any catastrophe.
5. We reduced the number of 4-drawer cabinets needed for these records from 270 to 31.
6. We made a net recovery of 2,200 square feet of space.
7. We have enough expansion room in the 31 cabinets for 10 additional years of records.
8. This entire installation cost only \$90,000, including the cost of all initial microfilming (with security copies), cabinets, readers, furniture, and so forth.

Our recurring clerical savings from this operation are \$26,000 annually; floor space, \$6,600 annually; forms and binders, \$1,000 annually. The used cabinets we freed are worth \$6,400. We now have a record installation that will pay for itself in concrete savings in less than 4 years and will provide for future needs with security assured. This is a result of sound record analysis and the judicious use of microfilm.

The Documents Division performs all the services rendered by the former Office of the Recorder of Deeds. Deeds, mortgages, and miscellaneous papers are recorded here for a fee. The division is the source of information needed in title searching and other activities concerned with the transfer of real property. The growth of installment buying has increased the demand for services supplied by this division. It is a beehive of activity every day of the week. Besides lawyers, credit investigators, and private inquirers, there is a daily stream of title searchers employed by Philadelphia's numerous title companies, working with deeds, mortgages, and registry records. It may be of interest to note a few of the services rendered by this division in a 4-week period: 9,200 papers recorded, 3,149 transfers plotted, 6,904 examinations of plan books by officials and the public, and 505 copies of reports on traffic accidents sold.

The project for microfilming the deeds was started in 1949 and originally was planned for security purposes only. Playing an im-

portant part in the Renaissance, the Documents Division, after intelligent analysis, developed the program to the point of using the film administratively with the resultant savings mentioned above. The daily production of microfilm rolls has increased over 1,000 percent since 1949, and a comparable improvement in the quality of the work done is apparent.

In 1953 a routine investigation of the records of the Police Department indicated that traffic-accident reports, for which there is a great demand, were available for reference in at least three dispersed locations of the city government. The Traffic Engineering Division of the Department of Streets was carrying a heavy burden of supplying copies of them to lawyers and insurance investigators, without a fee. The Accident Investigation Division of the Police Department was furnishing copies, for a fee. Copies were available at other points, under no supervision at all. We centralized this service in the Documents Division, thus relieving the Streets and Police Departments of work foreign to their purposes, improved the service to the public, and collected fees that total annually about \$25,000. The goal we have set for the Documents Division, and I think it is contemplated in the charter, is that some day it will have all the records of all the departments, boards, and commissions that would be practical to keep, and will service public requirements from a central location. The total fees collected by this division in 1956 were \$567,671. Of this amount, \$51,203 was turned over to the Commonwealth of Pennsylvania as its share of recording taxes collected.

The Archives Division is the direct responsibility of the City Archivist. The functions of the division govern retention and disposal programs, the operation of the record center, and the Municipal Archives. The monumental task of a citywide inventory of records was the first project carried out by the Department of Records. A total of 200,000 cubic feet of records was counted and evaluated. The initial disposal of useless records was made in September 1952, and disposals have been made regularly since that time. The division has now removed and destroyed over half of the original inventory in addition to keeping abreast of current accumulations. The values realized to date from disposals total \$375,000 from the conservation of space and equipment and the sale of useless records (as waste paper) and of other salvageable material. Aside from the contribution the inventory has made to our disposal programs, it is constantly used as a guide in our current work.

The courts in Philadelphia are not under the City Charter and are

not subject to the authority and regulations of the Department of Records. The city is, however, required to furnish space and equipment to the courts. The largest body of records in a single agency are the records of our courts of common pleas, under the direct supervision of the prothonotary or clerk of the courts. I estimate their inventory, not included in our inventory, at something over 50,000 cubic feet, stored in dispersed locations all through City Hall. Should nothing be done, these records would occupy nearly all of City Hall in another 10 or 15 years. We approached the problem by calling the attention of the prothonotary, who was constantly asking for additional space, to the impossible situation facing him unless some modern plan should be applied at once. On our own account we reviewed the laws of several States dealing with court records and recommended that legislation sponsored by the courts be presented to the State Assembly for adoption. Last year an act was passed permitting the courts to apply modern methods to their record problems. Projects are now being worked out by our record management people, and we expect that this unwieldy problem will be reduced to manageable proportions within the next few years. We have been invited in the past to service the records of our municipal and criminal courts and have welcomed the opportunity to do so. In such cases the provisions of State law are applied when disposals are made.

Records made headlines in our local papers in July of this year, when it was reported that many of our historic wills had been stolen and sold to a manuscript collector. The wills are in the custody of the register of wills, who is *ex officio* clerk of the Orphans Court and not under our jurisdiction. As a result of the thefts, we were invited by the president judge of the Orphans Court to survey the records of the register and make recommendations to the court for the proper care, security, and use of this vitally important body of historical documents. Our findings were shocking. Over half of the original wills for the period 1730-1850 are missing. A check of security, housing, filing, atmosphere, and all factors considered essential in record administration disclosed that the wills were kept under deplorable conditions. Our report included recommendations for immediate corrective measures and the transfer of the wills, letters of administration, and related papers for the period 1683-1900 to the Municipal Archives. We fervently hope that the board of the Orphans Court judges will approve our recommendations. The requests for our services by agencies not under the charter have been not only helpful in dealing with the overall problem of records

but most encouraging to us — and a pretty good indication that we know our business.

To our record center we channel those classes of records that have infrequent reference requirements and long-term or permanent retention periods. We have developed an effective system of control, which is analyzed periodically to determine the precise reference value of each body of records held in the center. We are now in a position to tell departments the exact rate of use of their records instead of depending on hit-or-miss estimates or on memory, which is too often faulty where records are concerned. This definite information is a key to precise record disposals, and when coupled with other considerations, leads to a most exact and guarded system for the disposal of useless records.

Some of you are familiar with our publication, *A Guide to the Municipal Archives*, which is another Philadelphia "first." The *Guide*, published last May, lists our holdings of historical collections. We were honored when Roy Nichols of the University of Pennsylvania agreed to write the foreword to this publication. I mention the *Guide* because a brief comment on a few of our collections is all that space will permit here.

The 1701 Charter, bearing William Penn's signature, has been returned to the city by the Historical Society of Pennsylvania. The society fortunately had custody of this priceless document for many years when the city had no interest in giving it proper care. It has been processed for preservation and is now mounted in suitable dignity as a permanent exhibit in the reception room of the mayor.

The deeds in chain of title leading to the purchase of Independence Square and its historic buildings by the City of Philadelphia from the Commonwealth of Pennsylvania on June 29, 1818, were found — some 148 paper and parchment documents, dating back to 1682. All have been properly processed, indexed, and filed in a secure modern cabinet. The records of the surveyor general, beginning with the first survey made by Thomas Holme in 1682 and including land surveys up to 1752, were found in makeshift bindings and badly dried out by years of storage against a steam radiator. These have been laminated with new binding strips and will be suitably bound upon completion of an indexing project now being carried on. This group of records discloses a part of the history of Philadelphia unknown before our review. The indexes are so well planned that I am certain that searchers, and in particular genealogists, will be delighted with the easy access provided to the contents of the volumes.

Our collection of naturalization and immigration records is not only useful to research scholars and historians but is also called for regularly by the Federal Bureau of Immigration and other agencies of government.

Our experience in the field of public relations has been gratifying. We are on the best of terms with our universities and colleges. We have the solid moral support of our several historical societies and agencies. The press has been generous in allotting space to newsworthy items. Business establishments, particularly the large banks in the heart of our city, have made their spacious lobbies and display windows available for periodic exhibits. For 18 months, the facilities of our educational radio station, WHYY, were used for a weekly program, "Historically Yours," carried on by the Archivist. This station is now venturing into the field of television, and we expect to do some programs periodically. The effect of all this has been to educate our citizens in the meaning of this new function of their city government and, I think, to give them assurance that the records are now receiving care and attention commensurate with their importance.

Much has been accomplished in a relatively short period; much remains to be done. The knotty problem of funds is and perhaps always will be with us. If, however, we are not to stunt our natural growth; if we are to meet the ever increasing demands for our services; if we are to have adequate space, personnel, and equipment badly needed now — we must have a more generous attitude on the part of our appropriating body. And if I am permitted to dream for a moment, I shall dream of a program that would be a modern version of the care for our records that marked the government of William Penn when his "Greene Countrie Towne" was young. Today, in Philadelphia, I think we are approaching the fulfillment of that dream.

The Problem of Literary Property in Archival Depositories

By SEYMOUR V. CONNOR¹

Texas Technological College

THIS paper attempts to lay a ghost that is reported to be haunting the archival house but that like many ghosts may be more imaginary than real. A vexing problem involving literary property in archival material seems to be inherent in present doctrine about literary property rights, but like a ghost that emerges only from evidence of things not seen, the problem emerges only from extrapolation from the current situation. "The absence of a clear test case, in the Federal Courts, concerned with the subject matter of this paper is highly significant. It would indicate that at least at the Federal level the problem is not a real one either on a theoretical or practical level."²

Be it real or imaginary, many archivists report that they have been haunted, and that is the reason for this paper. A word of explanation, and to some extent a warning, seems in order. The author neither is nor pretends to be an expert in this field. The question of literary property is one that must ultimately be settled, if it is at all, by courts and lawyers. This paper simply represents one man's somewhat untutored interpretation of the available information.

Literary property is intangible. The phrase expresses a concept that has reality only within the framework of common law, statutes, and court decisions. This concept has been many times, and differently, defined, but all definitions focus mainly on the same aspects of it; that is, that literary property is an intangible right, separate and distinct from physical matter, and that it is chiefly the right of exclusion. It is the right to exclude others from the use, enjoyment, or profit of an author's own creation. It exists not in any material

¹ Paper read at the annual meeting of the Society of American Archivists, Columbus, Ohio, Oct. 3, 1957. The writer, formerly Texas State Archivist, is now professor of history and director of the Southwest Collection, Texas Technological College, Lubbock, Tex.

² E. Ernest Goldstein, professor of law, University of Texas, to Seymour V. Connor, Oct. 23, 1957. I should like to acknowledge my gratitude to Professor Goldstein, who has specialized in copyright law, and to Dean Thomas J. Gibson, who kindly helped me assemble materials for this paper.

medium, nor yet in ideas, but only in words and phrases. Actually, the concept itself is not so difficult to understand as it is to define.

Literary property exists in novels, of course, and in short stories, in drama and dramatic writings, in scenarios and movie scripts, in music and songs, in speeches, in lectures, and even in academic monographs. It exists wherever garrulous mankind has strung words together. It exists in private correspondence, in manuscript journals and diaries, and in most things that get collected in an archives.

Its recognition under law implies that it is protected by law, and two general types of legal protection are afforded. One is under the common law; the other under statutory law. Common law reserves forever the right of *first* publication to the creator of the literary property or his heirs. It is the absolute and unquestioned right, under the common law, of the owner of a piece of literary property to determine whether, when, under what circumstances, and so on, his property may be first published. After publication, common law protection ends. Statutory law, which is usually referred to as copyright law, is designed to give protection against unauthorized use after publication. In this country the basis of statutory law is the Constitution and the copyright code. Copyright law is an involved and complicated subject, into which it is not necessary to delve deeply for the purposes of this paper. Most archivists are at least vaguely familiar with the basic protection afforded by copyright statutes.

There are, however, several fundamental principles connected with statutory copyright that should be reviewed, particularly in their relation to the common law right. The first of these is that literary property loses the protection of common law when it is placed under the protection of statutory law. The courts have, with a fairly high degree of consistency, held that the two forms of protection cannot coexist for the same piece of literary property. The second basic principle is that the protection under statute is for a limited time, a monopoly granted for a fixed term of years. Although copyright is renewable, it eventually expires; and with its expiration all legal protection ends for the literary property involved. Thus, after the expiration of a copyright, literary property does not revert to the protection of the common law; instead, the property becomes a part of the public domain, and all rights of private ownership disappear. The inevitable result of statutory copyright is the dissipation of the common law right. A third principle of statutory copyright is that it is primarily designed to protect the rights of authors after their work has been published. In this,

it is greatly different from the common law, which affords protection against first publication itself.

The philosophical reason for copyright statutes is to encourage authors to publish their works by reserving to them the fruits of their labors. As stated in the Constitution, "The Congress shall have Power . . . To promote the Progress of Science and the useful Arts by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries . . ." Growing out of this philosophy is the doctrine of "fair use," which is so important to science and scholarship. It makes it reasonably possible for others to utilize work that has previously been done and so to enlarge the general body of knowledge without infringing on an author's copyright. Most scholars are familiar with the doctrine of "fair use."

There are some principles of literary property that are common to both statutory copyright and common law. This is especially true in the area of uncopyrightable material. Neither common law nor statute protects facts, ideas, intellectual theories, plot structures, or anything of that nature. For example the general plot of a short story cannot be protected, but its development and the words and phrases used to spin out the tale are protected under common law and copyrightable under statute. The theory of relativity is not copyrightable, but any physicist's particular explanation of the theory is his literary property. Facts cannot become literary property, but an interpretation of facts can be. The facts of history or biography are not the private possession of anyone, but an interpretation of them may be. Furthermore, the journalistic, straightforward reporting of facts that occasionally appears in newspapers is not literary property subject to legal protection; but editorials are. Immorality in any form, including pornographic literature, has been held to be uncopyrightable, and the interesting question has occasionally arisen in court whether a given piece of literary property, presumably protected by copyright, was not too *risqué* to be protected.

Another feature of both common and statutory law is the right of the owner of literary property to transfer his title to the property. This feature, too, has many complicated phases; but in general it implies that the possessor of a literary property can legally assign, sell, or convey that property to another. Literary property is also subject to inheritance and the laws of descent and distribution.

An even more complex notion relating to literary property is the author's debatable "moral right" to prevent the perversion of

his creation by another — the right, for instance, of a novelist to object to a Hollywood treatment of one of his characters. This “moral right” is so vague, so nebulous, and so involved that it seems at times to be an element of the literary property concept and at times to be an altogether separate and distinct kind of property. According to some interpretations, particularly in Europe, an author would seem to retain his moral right to his property even after he has assigned his literary rights.

The “right of privacy” is a doctrine connected with literary property that has been developed in relatively recent times, apparently on the basis of a law review article published in 1890. This doctrine holds that it is the right of any person to keep all aspects of his life, including his intellectual creations, to himself. It is almost analogous to the right of an author to make first publication.

The principles and doctrines that have thus far been discussed did not spring full armed from the brow of one person. Like the common law itself, the idea of literary property evolved with the development of a civilization geared to printing. It is not fixed and immutable but continues to evolve. The invention of printing caused its first major mutation. Recently the phonograph, radio, cinema, and television have added new dimensions to the idea. A growing body of court decisions is constantly changing the perspective. New statutes, publishers’ agreements, and international conventions contribute further developments. Archivists may also contribute something to the shape of the idea in the future.

Why should archivists be concerned? Simply because the principles of literary property as they are understood today are a fantastic contradiction of the basic philosophy of archival practice. Indeed, if the ridiculous extremes already present in the literary property concept were consistently pursued, it would be almost impossible to maintain an archival depository as anything but a morgue for useless documents.

Why may this be so?

Literary property rights exist forever, and they are always the property of the author or his heirs or assignees unless they have been dedicated to the public or placed in the public domain. The general process by which literary property can pass from private to public ownership is simple although its ramifications are many and complex. Literary property becomes a part of the public domain upon general publication unprotected by statutory copyright or upon the expiration of statutory copyright following publication. For example, many academic articles have been published in scholar-

ly journals without statutory copyright. The literary property in these articles was the private possession of their authors until their publication in an uncopyrighted vehicle. Upon publication, the literary property passed into the public domain. These writings were thus dedicated to the public. It makes no difference whether or not the writer intended to surrender any rights; the fact that the articles appeared in print for general consumption makes them a part of the public domain.

Once in the public domain, literary property can never again belong to a private party. On the other hand, an item privately printed for distribution to a few friends does not pass into the public domain, unless it is copyrighted, because its publication is not "general" in the legal sense. An author may make any number of limited or restricted printings without forfeiting his right to his literary property.

It is obvious that the whole question of literary property rights hinges on a definition of the term "general publication." This unfortunately is a matter of speculation because the courts have not always held consistently. Archivists may have a problem because general publication is usually defined as the placing of material before the public in any unrestricted way; that is, in a way which anyone in the general public may have access to it. Thus, if an author tacks his beloved theses to the door of a church in Nuremberg, where any passerby may view them, he has made a general publication. If he prints them and offers them for sale where anyone may acquire them, he makes a general publication. If his heirs permit and authorize their sale at public auction where anyone may buy, they make a general publication. These little examples could be carried on almost indefinitely. The idea is that if the author or his heirs or assignees in any manner offer a piece of literary property to the public in an unrestricted way, a general publication is made. Such an interpretation clearly implies that deposit in a public institution constitutes general publication. It has been so held by the courts in cases not applying directly to the archival problem.³

So far there is no real problem for archivists. An author deposits a manuscript in a public archives where anyone may use it and thus makes a general publication. The only problem for the archivist is an ethical one. Perhaps he should inform the author making the deposit that such action forever places the material in the public domain.

³ Ralph R. Shaw, *Literary Property in the United States*, p. 136 ff. (Washington, 1950).

We faced this aspect of the problem very recently at Texas Tech in the Southwest Collection. An elderly lady had prepared a long manuscript on the history of her home community. Her story contained anecdotes and factual material about the region not to be found anywhere else. The manuscript was worth preserving for this reason if for no other. After offering it to several publishers, who declined it because of its limited scope and probable limited sale, she offered it to us to hold in our files. Although our proper course may seem clear, we agonized for some time before reaching a decision. As historians, we knew that the material this lady had collected should be preserved. We found it hard to swallow the thought that because of a technicality a rather rich source might be lost to historical research. On the other hand, of course, we felt it was necessary to inform the lady that if she gave it to us, she could never possess it again or copyright it. For, even if in the future we returned the manuscript to her, the literary property in it would have passed into the public domain. As a result, by being precise in our ethics, we defeated the purpose for which our collection exists — to preserve materials relating to the history of the Southwest.

But a niceness of ethics is not the major problem that faces today's archivist. The major problem is the legal technicality that is compounded many times over when a manuscript is deposited by someone who does not own the literary property in it.

Before continuing, I should again emphasize one point. Literary property is separate and distinct from physical property. One person may own the physical manuscript while another owns the literary property in it. An unusual circumstance? No, indeed. Every letter that was ever delivered fits the case. Written by one person and sent to another, the literary property belongs to the sender, while the letter itself — the ink and the paper — belongs to the recipient. Hence, a letter may be 200 years old and may, in the passage of time and the succession of generations, have changed hands a score of times; but the literary property in the letter resides in the heirs of the man who wrote it. This entails specifically the right of first publication, or the *right to deposit it in a public institution*. Legally, it cannot be deposited by the owner of the physical letter. Does it not follow, then, that a public institution cannot legally accept the deposit of any manuscript without the consent of the owner of the literary property?

And there are yet unsolved questions relating to the ownership of literary property created by employees for their employers. This is one instance in which the status of public servants is simple. Where

there are no altering circumstances, the literary work of a government employee belongs to the public if it was done in connection with his employment. Archival depositories handling this kind of material happily have no problem. But who owns the creative writing, including even the ubiquitous desk memo, penned by an employee of a private company? Opinions are not consistent on this point. Although the concensus holds that the literary property in such records belongs to the company or the employer, there seems still to be a question whether it might remain the property of the employee unless there is a specific agreement to the contrary. This is a matter of vital concern to the depository collecting business records. By implication, a business firm might not have the right to make a general publication of the work of its employees. Thus, it could be illegal for a company to offer or an archives to receive the records of that company for preservation for historical research purposes. This may be the most troublesome specific problem arising in this whole maze.

In what a ridiculous quandary this places archival institutions! Under the existing interpretations concerning literary property in common law, an archives seems not to have the legal right to own or to make available to scholars any manuscripts that were not deposited by an author or his heirs or assignees. Hence, perhaps most archives have no legal right to over half their holdings.

Specifically, it may be illegal for archival depositories to possess diaries, journals, record books, notes, letters, or manuscripts of any kind that were not deposited by the owner of the literary property. Another example may serve to focus on the major obstacles in the situation. Several months ago the Southwest Collection received a group of family papers ranging in date from 1668 to 1952. There was a trunkful of these papers. Most of them were manuscript letters received by various members of the family over a period of almost three centuries. It would be an impossibility to get in contact with the heirs of each letter writer represented in this group and ask their permission to accept the collection. So, with complete disregard for the technicality of the law, the deposit was accepted.

What other answer to this problem could have been found? There are several possible solutions, but all lead back directly or indirectly to this same answer.

The first possible solution lies in common sense. Despite the technicalities of common law, what court would gainsay an institution attempting to preserve for posterity historical records of value?

It is against the law in Texas to carry a pair of pliers in one's car or on one's person, but no court would find against a person for doing so. There are hundreds, perhaps thousands, of outmoded or idiotic laws and ordinances on various statute books across the nation. They have become so meaningless that they have atrophied from their own incongruity without the necessity of repeal. The absurd extension of common law protection of literary property may be analogous.

Another consideration in the common-sense solution is that of prosecution. Who would prosecute, under the literary property right, an institution holding manuscripts for historical research purposes? Suppose someone to be an heir-at-law of one of the writers of letters now deposited in the Southwest Collection. Would he be likely to bring an action against us for possessing and preserving a letter his ancestor wrote? What would it avail him if he did object? In the first place, acting out of common sense, we should probably give him the letter rather than go to court. In the second place, since we should not have profited financially from holding the letter, it seems doubtful whether any damages could be claimed.

A further point in the common-sense approach is the fact that there has not been a clear test case directly bearing on literary property in archival depositories. This might indicate that for all practical purposes there is no real problem, despite the alarming extension of interpretations that seem related to the question.

It might be added that the common-sense solution requires some discretion on the part of the archivist. Circumstances surrounding some particular document may make it desirable to obtain permission of the owners of the literary property to deposit it.

A second solution to the problem, and regrettably one that is practiced in some institutions, seems to me completely invalid. It is a bogus and perverted notion that an institution may dodge the issue of general publication by placing certain restrictions on material in its depository. If anything at all is clear about the meaning of the literary property concept, it is the fact that the author solely and alone possesses the right to restrict the use of his material. Any institution having on deposit or accepting for deposit material to which it does not have a clear title is violating the law as well as common sense by attempting to restrict the use of the material. Yet, who has not tried to do research in institutions where the custodian has set up his own rules about who may and who may not see, use, or copy material on deposit, or for what purposes the material may

be used? Such self-anointed hypocrisy, of course, is as unsuited to the archival profession as it is immoral and illegal.

There are types of restrictions that are legal. These are restrictions that have been imposed on literary property by its owners. Perhaps the most common is sealing material from public use for a given period of time on the request of the rightful owner of the literary property. It is doubtful, however, if a restriction regarding permission to publish has any validity in law, whether placed on the material by the author or by another, since the fact of its deposit in a public institution constitutes a dedication to the public.

A third solution to the problem confronting archival institutions may develop out of the vague doctrine of abandonment. It may be presumed, for example, that if a general publication becomes a *fait accompli* by deposit in a public institution and if the rightful owners of the literary property involved do not protest within a reasonable time, they may be considered to have abandoned their rights. This expansion of the doctrine of abandonment is largely my own notion and not one that has any wide acceptance. The whole question of abandonment is in a state of flux. It seems far more sensible, however, to accept the abandonment idea than to accept without restrictions the perpetual rights view. Abandonment is sometimes referred to in law as laches — the long and continued neglect by a person to file and prosecute a suit to sustain his rights. The doctrine of laches has been applied a number of times by courts in suits involving statutory copyright. But I have not found any application of it to the common law rights.

Assuming abandonment in regard to a given piece of literary property is easy; proving it may be difficult. Horace G. Ball in his definitive work on copyright law states that four factors must be necessary before abandonment can be proved under statutory copyright: (1) the copyright owner possesses knowledge of the infringement over an unreasonably long period of time, (2) he has had opportunity to establish his own rights, (3) his failure to do so leads to the conclusion of abandonment, and (4) the enforcement of the owner's claim would result in prejudice, extreme hardship, or injustice to the defendant.⁴

A fourth solution has been frequently suggested by persons well acquainted with the various aspects of the problem. Since the chief element of the problem is the fact that the literary property right is perpetual, the solution may well lie in destroying the aspect of

⁴ Horace G. Ball, *The Law of Copyright and Literary Property*, p. 711-715 (Albany, 1944).

perpetuity. This has been done in other countries, notably Germany. For instance, suppose an author's rights were protected during his lifetime and for, say, 10 years after his death. Would his right of privacy or his right to enjoy the fruits of his labor be restricted? Probably not, in the majority of cases. Hence, it has been suggested that some action be taken to end an author's rights at some specified time after his death. Perhaps 28 years would be a better figure than 10.

One writer suggests:

Common law literary property rights should be defined, and a termination date for these rights must be set if scholars and scholarly institutions are not to be permanently restrained from advancing learning by use of records of past eras or are not continually to violate common law literary property rights. . . .

The most sensible approach appears to be to limit the duration of the common law right. If this were done, then any public institution which acquires an unpublished manuscript from someone other than the owner of the literary property would automatically store it and not use it for any purpose until the common law right expires. Other approaches appear possible, but they are more complex and no more satisfactory.⁵

The goal suggested might be achieved by the passage of an act of Congress limiting the duration of the common-law right or abolishing it completely and substituting for it an equivalent statutory right. Indeed, the archival profession might request such a law from the Government. One wonders, however, if this remedy might not be worse than the disease, since, no matter how laudable its purpose, a law of that nature would be confiscatory.

⁵ Shaw, *Literary Property*, p. 142, 154.

The Future of Microfilming

By ERNEST P. TAUBES ¹

Photo Devices, Inc.

THE age we live in is commonly called the Atomic Age, but there is probably just as much justification to call it the Age of Recordkeeping. More and more records, kept on more and more subjects, confront the archivist with the problem of finding space in which to store all that are to be permanently preserved.

Microfilming in its various forms is primarily a means of reducing and condensing records in order to save space, and therefore it should be of vital importance to the archivist. As a matter of fact, the first large-scale microfilm project in this country involved the copying of archival material. The Library of Congress in the years 1927 to 1932 had a project that required two million microfilm exposures of manuscripts relating to American history in archives throughout Europe, but mainly in England, France, and Spain.

Microfilm has made tremendous strides in the past 10 years, particularly in broadening its applications. The new applications have resulted largely from the fact that microfilm has been taken out of the roll in which it was confined these many years and has been placed as an individual image or a connected strip in a jacket card or an aperture card. This unitizing of microfilm has made it possible to find a single document in a matter of seconds, by automatic sorting machines instead of by visual search among thousands of images in a roll of microfilm.

Entirely new photoduplicating methods, employing new principles of photography, will make it possible to use unitized microfilm or microfilm in rolls and produce readable prints from it in a matter of seconds, without the use of dark rooms and at a reasonable price. The new methods include Xerox, Electrofax, and Projection Verifax.

The Armed Forces at present are developing, in conjunction with their program of unitized microfilm for engineering drawings, pieces of equipment called reader reproducers. These are conventional microfilm readers equipped to handle aperture cards, and in some instances microfilm in roll form, and at the same time, at the

¹ This paper was read at the annual meeting of the Society of American Archivists in Columbus, Ohio, Oct. 4, 1957. Dr. Taubes is president of Photo Devices, Inc., of Rochester, N. Y.

option of the operator, to produce images of readable size by means of one of the above-mentioned photographic reproduction processes in a matter of seconds.

Another device being developed, similar to the reader reproducer, will produce either paper prints of readable size or lithographic plates or transparencies. A lithographic plate produced by means of Xerox, Electrofax, or Projection Verifax can be taken from the reproducer and put directly on a lithographic press, such as Addressograph Multigraph; it will produce up to a thousand or more prints without any deterioration of image. A transparency produced by the above methods can be used in Diazo printers for the reproduction of a limited number of prints.

A completely new system developed by Eastman Kodak, called Kodak Minicard, combines the high reproductivity of punchcard systems with the high information content of microfilm applications. The Minicard is a piece of photographic film 16 x 32 mm. Near one end of the Minicard is a slot that permits the card to be handled by means of a metal stick. The Minicard carries digital information in the form of clear or opaque dots, and in addition it may carry images of documents. The readable area of the Minicard can be used for code or images in any desired proportion. A single Minicard may have up to 12 image areas. Each image area may carry the image of a legal-size page, 8½ x 14 inches.

With 12 images on a Minicard, there is still space for coded information for purposes of manipulation. Should a document require more record space than is available on a single Minicard, the additional information, either code or image, can be put on a second, a third, and more Minicards as required. Provision has been made to handle a group of Minicards together in the operation of the system. The maximum amount of digital information that can be carried on the present Minicard, if it carries no photographic images, is 65 columns of 42 bits each or a total of 2,730 bits. In the present coding system used for Minicards, 6 bits are required to designate a single alpha-numeric character; thus, 7 alpha-numeric characters may be designated by one column of bits.

Minicards are handled not manually but on metal sticks. These sticks serve as a means of handling cards between machines, and of inserting them in or removing them from the files. A standard stick has a capacity of 2,000 Minicards. For operations such as sorting and selecting, a handling speed of 1,800 cards per minute can be readily attained in the Minicard system.

The cost of Minicards compares very favorably with conventional forms of punchcards or microfilm. Minicards are in the same cost range, card for card, as punchcards and have a great cost advantage over punchcards on the basis of digits or bits per card. Similarly on a cost per area basis, Minicards have a considerable advantage over conventional microfilm since a greater image reduction has been achieved with Minicard.

The following pieces of equipment have been developed in the Eastman Kodak laboratories for the purpose of handling and preparing Minicards. For preparing the Minicards there are typewriter tape-punch machines, cameras, duplicators, film processors, and film cutters. For manipulating Minicards there are fine sorters, block sorters, and selectors. For using Minicards there are viewers, code printers, enlargers, and print processors. The system is still in its experimental stages, and when and how it will become available for the public has not yet been announced.

For making Minicards, a camera is required to photograph code patterns and the documents. The film in the camera, in roll form, is then processed. The Minicard film processor is entirely automatic, very compact, and speedy in operation. After drying, the processed film can be passed immediately through a device called the film chopper. This device cuts the film into individual Minicards and stacks them on a Minicard stick. The Minicards can then be used at once in the various machines of the system.

The duplicating of Minicards is essentially the straightforward operation of making a contact print from a Minicard to roll film. In the duplicator, however, provision has been made for adding code to the Minicard. This capability is of great importance and makes the duplicator a key piece of equipment in the system rather than just a useful accessory. Included in the Minicard system are machines to perform various sorting operations; the sorting is carried out on the same principle as in conventional punchcard machines.

Two types of viewers will be made available, one portable and one stationary. The portable viewer will be low in cost. The stationary viewer will combine a projection viewing system with a semiautomatic mechanism for feeding Minicards from standard-size sticks.

The Minicard enlarger is an automatic device, which can be set to supply either enlargements of all the frames on a Minicard or an enlargement of the first image frame only. This option is convenient when the first image frame on the Minicard is an abstract of the record images that follow it.

The entire Minicard system was made possible by the development of exceptionally high resolving film emulsions and special lenses that permit the reproduction of documents at a 60 to 1 reduction ratio.

Microcards, Microtape, Microtak, Microprint, Micropaper — all these names refer to "micro-opaques," in which the image is produced on opaque paper. This process has been developed and has had considerable distribution during the last 10 years. It is important in the archival field since the records in this field are mostly complete and therefore can be reproduced in a Microcard form.

A Microprint card is a combination of a series of opaque microfilm images in card form so that all the pages of the document can be combined into one card, which can be easily filed and found. Various kinds of these cards are being produced today. One kind, by means of tape that has been treated with a pressure-sensitive adhesive, permits the production of various-size cards to conform to the length of the document. That is, a card (3 x 5, 5 x 8, or 6 x 6) can be put together by simply pasting the tape (either 16 mm. or 35 mm. wide) on a card backing.

Most of the masters for printing opaque cards are produced today on roll film either 16 mm. or 35 mm. wide. The film is then stripped on a glass plate, and the plate is used for duplicating purposes.

An automatic step-and-repeat camera has now been developed, however, which permits the production of Microprint masters directly in the camera in the form of a sheet of film, 3 x 5 or 5 x 8 inches in size, so that no stripping is necessary.

This camera has a variable reduction ratio so that documents of different size can be reduced to the same size and thus permit the quick and easy production of uniform negative print masters. Additional equipment is being developed in conjunction with the step-and-repeat camera that will make it possible to print from the negative master either Microcards or positive transparencies. In addition, new Microcard readers will be developed that can use either opaque or transparent materials for reading purposes. Another unit is being developed that will permit the use of the Microcard masters for automatic enlargements on roll paper. The various pieces of equipment I have mentioned will provide for a completely new system built on the film master.

Some companies that up to now have been only slightly engaged in microfilm work have recently decided to enlarge their microfilm operations. For instance, the Ozalid Corp. is at present marketing a

whole new line of microfilm equipment imported from Germany; this includes cameras, readers, reproducers, and enlargers, and it might also include microfilm. Bell & Howell is investigating every aspect of the microfilm business and will probably offer new equipment in the future. The Haloid Co. is establishing new production facilities primarily for its Xerox process for enlarging microfilm. Some other companies, such as Eugene Dietzgen, expect to enter the microfilm business or certain of its specific phases in the near future. Photo Devices, Inc., is new in the industry even though the people in it are not. The company is only a year old, but already it has a whole new line of equipment available — cameras, enlargers, readers, positive printers, and even processors — for various film sizes from 16 mm. to 105 mm.

One activity in the microfilm field, the effort to standardize various phases of the microfilm business, has made considerable progress under the American Standards Association. Of specific interest to archivists is the excellent standard for the storage of microfilm, which is now up for final vote and should be accepted as an American standard within the next 2 or 3 months. Another proposed standard of general practice for 16 mm. and 35 mm. microfilm is now nearing its final draft and should also be accepted within the year.

One of the most controversial proposed standards is a standard of quality for microtransparencies. Here the first problem facing the standard committee was to define the various components making up the total concept of quality in microfilm since up to this time the only guide available for the layman has been the antiquated definition of the Bureau of Standards, requiring microfilm to have a minimum resolution of 68 lines per millimeter. Actually the quality of microtransparencies cannot be measured by lines per millimeter but has to be defined in terms of legibility, which is not directly dependent on resolution. To help define the limits of legibility of microfilm transparencies, resultant enlargements of these transparencies, and contact prints from the enlargements, a set of exhibits has been prepared by the Eastman Kodak research department; and now four other sets of control exhibits are being prepared, one each by Bell & Howell, the Ford Motor Co., Remington Rand, and the United States Navy. Once all these exhibits have been properly examined and evaluated, it will be possible to write a set of quality standards that will be accepted by the American Standards Association.

Other proposed standards for microtransparencies and micro-opaques are being worked on and will cover practically every phase

of equipment and service, so that within the next 2 or 3 years we should have standards to guide the public, the manufacturer, and service organizations.

To sum up, there is great activity in the microfilm industry, particularly in finding new applications for microfilm. And every time a new application is found, a new method or a new piece of equipment is required to make the new application easier, simpler, and more automatic.

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Search for Efficiency in Federal Record Management: Introduction

By BESS GLENN¹

National Archives

IT has been said that government, like clothes, is a sign of lost innocence. But governments themselves have sometimes shown a certain naivete, and certainly for a long time the Government of the United States remained in a state of innocence as to the problems of official records — largely, of course, because those problems had not yet become crucial. Although the Government subjected itself to a long series of self-examinations during the first century of its existence, very few of them concerned its official records, and those few touched upon the subject in only a limited or superficial manner. Not until the beginning of its second century did the Government attempt a general, overall attack on the problem.

From its establishment to the present day there have been well over 200 investigations of various aspects of the Federal administration. In a "Bibliography of Inquiries Into the Conduct of the Business in the Executive Departments of the United States," compiled by the Taft Commission on Economy and Efficiency,² no less than 206 such investigations are listed for the period between 1789 and 1909. One hundred and five of these were conducted by agencies of Congress, 1 by a Presidential agency, the Keep Commission, 94 by the executive departments,³ and 6 by private firms hired by individual departments.

Analysis of the timing of these investigations leads one to conclude that after 1880 the Government was increasingly aware of the need for economy and efficiency in its work. Forty-six of the congressional inquiries listed by the Taft Commission were made during the 90 years between 1789 and 1880, 59 in the 30 years between 1880 and 1910. Of the departmental self-investigations, including those made by private firms, 8 were made between 1789 and 1880, 92 between 1880 and 1910.

¹ The author is Archivist in Charge of the Justice and Executive Branch in the National Archives.

² Records of the Commission on Economy and Efficiency, Record Group 51, file 145, in the National Archives.

³ Many of these departmental inquiries were made in conjunction with the work of the Cockrell Committee, the Dockery-Cockrell Commission, and the Keep Commission.

Most of the investigations before 1910 were limited in the number of agencies covered or the phases of administration examined. Sixteen of the 105 congressional investigations were directed at all or a majority of the executive departments, but most of these were concerned with single administrative problems, chiefly accounting matters and retrenchment in expenditures. A few, however, related to matters of organization and personnel, and two — those of the Cockrell Committee and the Dockery-Cockrell Commission, occurring after 1880 — concerned general administrative problems of all the agencies. The remaining 89 congressional investigations related to specific executive departments. Six concerned the State Department, 12 the Treasury Department, 8 the War Department, 1 the Department of Justice, 10 the Post Office Department, 18 the Navy Department, 6 the Interior Department, 6 the Agriculture Department, 6 the Department of Commerce and Labor, and 16 the Government Printing Office. None of these was an overall survey of the agency, and most of them were concerned with single problems such as organization, expenditures, buildings occupied, laws regulating the agency, accounting methods, frauds, and contracts.

In the late 1880's there began a series of increasingly comprehensive and methodically searching explorations into the business and business methods of the Federal Government. This series began with the Cockrell Committee (1887-89); and it has continued down to our time with the Dockery-Cockrell Commission (1893-95), the Keep Commission (1905-9), the Taft Commission (1910-13), the Joint Committee on the Reorganization of Government Departments (1921), the President's ("Brownlow") Committee on Administrative Management (1936-37), the Senate Select Committee ("Byrd Committee") on Investigation of Executive Agencies of the Government (1936-37), and the two recent ("Hoover") Commissions on Organization of the Executive Branch of the Government (1947-49 and 1953-55). The aim of all these investigations was to bring about greater economy and efficiency in the operations of the Government.

Several forces stimulated the drive for better administration in the Government. Basic among them was the country's economic, scientific, and technological development and its growing stature in international relations. Between the Civil War and the First World War, the United States emerged as a great industrial nation and world power. In that period its land area and natural resources were enlarged and enriched by the acquisition of additional territory. The

number and size of its industrial organizations vastly increased. Its agricultural, mineral, and manufactured production soared. Its domestic and foreign commerce grew. Its internal communication systems extended. And its population steadily mounted.

Along with this increase in the country's natural and industrial resources, the forces of labor expanded, drawing in many workers from the multitudes of immigrants who poured into the country. Stresses and crises in labor-management relations developed, and labor organizations grew in size and power. In the area of management, enormous corporations merged to form even more enormous trusts. Business flourished for a time in a golden age of *laissez faire*.

Under the pressure of changing social and economic conditions, the old idea that government should be limited to the essential functions of maintaining order at home and security against foreign aggression, with a minimum of restraint on the individual, gradually gave way to the theory that government should have a hand in all activities that affect the public welfare. The Federal Government began to move into social and economic areas, stimulating and aiding the development of the country's resources and regulating the social and economic effects of the expansion.

Many new functions were taken on by the Government, and many of its older activities increased. Bureau was added to bureau and program heaped upon program. The organizational structure of the executive branch grew in size and complexity; its personnel multiplied; its physical plant and equipment expanded. Without system or plan, in response to the exigencies of the time, the Government grew big.

With the Government's growth in size came increasing costs of operation but not proportionately increasing revenue. Even before the outbreak of the First World War, the Government had become a huge, complex, and costly mechanism; and its need for administrative reform was patent. But — tied down by statutes, hampered by the interplay of congressional politics and bureaucratic jealousies, and weighted by inertia — the executive departments were unable, of their own accord, to make the needed reforms.

Events since the First World War continue the story on a grander scale. Hot and cold world wars, economic booms and economic depressions, scientific and technological advances, continuously expanding industry, increased agricultural productivity, growth in the power of labor, the merging of large corporations, increasing Federal concern in social and economic matters, international assistance programs, and world leadership have brought the Government to a

size and complexity that dwarf the conditions that prevailed before World War I.

In private industry, also grown large and complex, the importance of good administration was early recognized and acted on. Free to change their organization at will, unencumbered by statutory red tape, and spurred by the hard necessity of making a profit to survive and grow, private industrial organizations took great strides in developing new and more efficient methods for the conduct of their affairs. The theory of scientific management evolved around the turn of the century, and principles of efficient administration were formulated, to be applied in the office as well as on the production line. The voice of the efficiency expert was heard in the land, crying out his tenets of fact-gathering and administrative planning. With Frederick W. Taylor leading the way and many after him refining and developing theories and methods of business efficiency, private industry discarded old ways of thinking and of doing and adopted new and more effective methods and equipment suited to its modern needs.

Congress, highly sensitive to rising costs of Government, was aware of the contrast between Government and private industry in efficiency of organization and operations. Eloquent speeches were made in protest against the Government's wastefulness, overlapping functions, and obsolete business methods. Congressional pressure for economy and efficiency in the executive branch increased. And Congress and the President sought, particularly after 1880, to find a way to those virtues through repeated investigations of organization, functions, and methods throughout the whole of the executive branch.

One of the problems of efficient administration that still plague the Government is the control and management of the great volume of official words it is creating.

In 1955 the National Archives began a seminar for its staff on the subject of the record problems and practices of the Government. Among the papers presented at the seminar were three studies of the most important efforts of the Government to bring efficiency and economy into its record management. The first of these, by Harold T. Pinkett, covering the Cockrell Committee, Dockery Commission, and Keep Committee appears in this issue of the *American Archivist*. The two other papers, on the Taft Commission on Economy and Efficiency and the Hoover Commissions, will appear in subsequent issues.

Investigations of Federal Record-keeping, 1887-1906

By HAROLD T. PINKETT¹

National Archives

“THE people demand reform in the administration of the Government and the application of business principles to public affairs.”² Such was the view in 1885 of Grover Cleveland, one of the foremost advocates of administrative reform in the Federal Government during the last quarter of the 19th century. Although this demand was most evident in the exciting fight for civil service reform, it also appeared in a less spectacular movement for a general reform of Government operations. The movement took shape with the establishment of a Senate investigating committee in 1887, went forward with the work of a joint congressional commission created in 1893, and gained impetus from a Presidential committee appointed in 1905.³ Recordkeeping as a phase of administration received considerable attention in the work of these investigating bodies. In the period following the Civil War new political, economic, and social conditions brought about a tremendous expansion in Government functions. Administrative practices that had been satisfactory or harmless when agency functions were few or relatively simple were often found unsatisfactory or even harmful when the functions became more numerous and complex. By the time of Cleveland's first administration the need for reform appeared, especially in administrative delay. As Gustavus A. Weber, a prominent student of the subject, has pointed out: “Not a few bureaus were months and even years behind in their work. The feeling was very strong that this delay was only partially due to an inadequate force; that primarily it was due to archaic business methods and especially to the performance of much useless work.”⁴

¹ Paper read at a staff seminar of the National Archives, Jan. 6, 1956. The writer is on the staff of the Agriculture and General Services Branch of the National Archives.

² *Inaugural Addresses of the Presidents of the United States*, p. 141 (82d Cong., 2d sess., H. Doc. 540).

³ Earlier investigations authorized by Congress or the executive branch of the Federal Government had been concerned only with particular administrative methods or operations in particular offices. See Gustavus A. Weber, *Organized Efforts for the Improvement of Methods of Administration in the United States*, p. 44 (New York, 1919).

⁴ Weber, *Improvement of Methods*, p. 57.

An important part of the archaic methods of many Federal agencies was their cumbersome and outmoded system of keeping records. To begin with, it was a system without any legal provision for the disposal of valueless records. Indeed, there was a legal barrier to disposal under the act to prevent frauds upon the Treasury of the United States, approved Feb. 26, 1853, which provided a penalty for the willful destruction of records or the attempt to destroy them.⁵ Vast quantities of valueless records accumulated year after year and eventually hindered the transaction of business. By the 1870's many Government office buildings in Washington were literally jammed with records. War Department offices were cluttered with bulging files containing applications for positions, letters of transmittal, monthly personal reports of officers, records pertaining to changes of station or duty, applications of soldiers for discharge or remission of their court-martial sentences, and vast quantities of other material of transitory value.⁶ By 1872 more than 7,000 cubic feet of records were being accumulated annually in the Treasury Building, and these records were displacing the desks of clerks and overflowing into corridors.⁷ Offices of the Department of the Interior and the Post Office Department were similarly overburdened with almost unmanageable files. Among these huge accumulations there were many records of unquestioned administrative value and historical interest, but most of them had little or no value.

Faced with this situation Government officials usually demanded more and more storage space for records. The unusual recommendation of the Quartermaster General of the Army in 1875 that Congress authorize the destruction of worthless papers went unheeded.⁸ Meanwhile the ravages of fire, dampness, heat, and insects emphasized the need for better care of public archives and brought about the movement for a Hall of Records as a solution for the record storage problem. After Congress failed to act on several bills for a Hall of Records, more executive officials began to seek authorization for the destruction of useless records. In 1881 the Postmaster General received congressional authority to dispose of papers accumulated then and thereafter in his Department that were "not needed in the transaction of current business" and had

⁵ 10 Stat. 170.

⁶ Report [of] the Select Committee of the United States Senate . . . to Inquire Into and Examine the Methods of Business and Work in the Executive Departments, etc., 1:241 (50th Cong., 1st sess., S. Rept. 507), hereafter cited as *Select Committee Report*.

⁷ Treasury Department, *Annual Report*, 1872, p. xiv.

⁸ War Department, *Annual Report*, 1875, p. 200.

"no permanent value or historical interest." Similar authority was given in 1882 to the Secretary of the Treasury for the disposal of records of the auditor for the Post Office Department and to House and Senate officers acting under the direction of the committees on accounts of their respective houses.⁹

These authorizations doubtless gave some relief to the affected agencies. But they did no more. They established no regular procedure for describing and evaluating records selected for disposal; and, of course, they were limited to specific agencies. In the authorized agencies some officials, under pressure to provide more office space or through sheer ignorance or carelessness, destroyed records of historical interest while in other agencies executives watched worthless papers pile up and begged for more storage space. Their predicament was accentuated by the failure of Congress to provide a general archival depository to which valuable but inactive records might be transferred from operating offices.

In addition to the lack of procedures and facilities for disposing of records, the Government recordkeeping system of the post-Civil War period was inadequate. Its deficiencies first attracted attention in the War Department, which after 1879 became heavily involved in pension administration. This Department, through its Surgeon General's Office and Adjutant General's Office, was called on to investigate the military service of thousands of pension applicants. Department clerks had to search laboriously through great quantities of muster rolls, strength returns, hospital books, reports of sick and wounded, and other records, all varying in form, method of filing, and state of preservation. They had, moreover, to handle an increasing amount of pension correspondence under the slow, traditional letter-book system with its voluminous series of indexes and registers of letters received and copies and indexes of letters sent. A part of the system, too, was the time-consuming method of folding, briefing, and annotating letters received. Despite the employment of additional clerks and overtime work, the Department was unable to cope with the rising flood of pension applications. Eventually it found Capt. Fred C. Ainsworth, who developed a way of handling them expeditiously. But in the meantime Congress was stirred to action.

THE COCKRELL COMMITTEE

Francis M. Cockrell, a Democrat of Missouri, had by 1887 become one of the most respected and influential members of the

⁹ 21 Stat. 412; 22 Stat. 228.

United States Senate. On March 2 of that year he introduced a resolution providing for the appointment of a select committee of five Senators to investigate the business methods and work of the executive branches and to determine the need for additional public buildings and the proper use of existing public buildings in Washington. This resolution received bipartisan support. Discussing examples of delay in Government business, Senator Cockrell pointed out that the War Department had reported to the Senate that the adjustment of certain pay claims of military personnel would require $4\frac{1}{2}$ years. Similar cases of delay had been reported by other Federal departments, and Senators were "receiving letters every day inquiring into these matters."¹⁰

There was some opposition to Cockrell's resolution from Senators who feared that it might lead to an attack on the activities of the Bureau of Pensions, an agency of preferred status in the eyes of many politicians. More serious objection was raised against the provision in the resolution relating to public buildings, a matter which some Senators contended fell within the jurisdiction of the standing Committee on Public Buildings and Grounds. Senator Cockrell agreed to the elimination of this provision and on Mar. 3, 1887, obtained Senate approval of the amended resolution providing as follows:

Resolved, That a select committee to consist of five Senators be, and the same is hereby, constituted and appointed, whose duty it shall be to inquire into and examine the methods of business and work in the Executive Departments of the Government, the time and attention devoted to the operations thereof by the persons employed therein, and generally to inquire into and report to the Senate the causes of the delays in transacting the public business said to exist in some of said Departments.¹¹

The following Senators were appointed to the Committee: Francis M. Cockrell, Isham G. Harris of Tennessee, James K. Jones of Arkansas, Orville H. Platt of Connecticut, and Shelby M. Cullom of Illinois. Cockrell was designated chairman. In a letter addressed to the head of each executive department, the Cockrell Committee called for a detailed statement of the methods of transacting business in the bureaus under their jurisdiction. This statement was to show how and by what employees a typical business transaction was handled in each bureau from beginning to end.¹²

¹⁰ *Congressional Record*, 49th Cong., 2d sess., p. 2591 (Mar. 2, 1887), p. 2663 (Mar. 3, 1887).

¹¹ *Select Committee Report*, 1:1.

¹² *Select Committee Report*, 1:3.

In addition to obtaining information in this manner, the Committee is reported to have gone into Government offices, sat beside clerks, and watched them perform their duties.¹³ Its investigation extended over 2 years.

On Mar. 8, 1888, the Committee presented to the Senate its findings and recommendations. Its report, the most elaborate and comprehensive document on Federal administrative methods that had so far been prepared, contains a great deal of information about recordkeeping practices of the Federal Government. To begin with, the Committee found much of the recordkeeping activity in nearly all of the executive departments to be useless and wasteful. There was more registering, briefing, annotating, and copying of letters and more bookkeeping than seemed necessary to preserve a proper record of transactions or to prevent errors and frauds. The Committee especially questioned the usefulness of a large number of employees engaged in copying by hand into huge record books press copies of outgoing letters. There were 94 persons so employed in the Treasury Department, 39 in the Department of the Interior, 32 in the War Department, 11 in the Navy Department, 10 in the Post Office Department, 4 in the Department of State, and 2 in the Department of Justice.¹⁴

Also an impediment to transacting public business, in the Committee's eyes, was the practice in several departments of preserving great quantities of records that were not needed in handling current business and had no permanent value or historical interest. In this connection a survey of the War Department revealed some striking facts. There the office responsible for publishing the Civil War records reported that it had accumulated more than a ton of valueless records — proofs, preliminary prints, transcriptions of original manuscripts, and the daily waste paper of the office. Chief Signal Officer A. W. Greely stated that his office had preserved several hundred cubic feet of letters received, various routine personnel and property records, and personnel records duplicated by originals in the Adjutant General's Office, which might well be destroyed. The Adjutant General thought that more than 1,500 cubic feet of letters, books, reports, and other records of his office had ceased to have administrative value and lacked historical interest. Reporting that his office undoubtedly had accumulated a great quantity of useless papers, the Commissary General of Subsistence explained: “. . .

¹³ Herbert D. Brown, “The Work of the United States Bureau of Efficiency” (paper read before the Monday Lunch Club of the National Association of Manufacturers of the United States, Sept. 13, 1920), photostat in the National Archives Library.

¹⁴ *Select Committee Report*, 1: 106-109, 115.

under existing laws and regulations and the varying exigencies of the service a vast amount of correspondence and reports gravitates to the Bureau at Washington where it remains permanently on the files."¹⁵

The Cockrell Committee made definite recommendations for improving the recordkeeping methods that it observed. It concluded that the copying of press copies of letters into so-called "permanent record books" was unnecessary since the press copies themselves were sufficiently durable if they were made on the best grade of tissue from originals written with the best quality of ink. And it urged, therefore, that this work be discontinued.¹⁶

The disposition of valueless papers, the Committee recognized, was a matter that could be dealt with effectively only through new legislation. All executive departments needed disposal authority comparable to that given earlier to the Post Office and Treasury Departments. On Mar. 8, 1888, therefore, Senator Cockrell introduced in the Senate a Committee bill to authorize the disposition of useless papers in any executive department. The bill was passed without opposition and became law on Feb. 16, 1889. It provided that whenever there should accumulate in an executive department papers no longer needed in the transaction of current business and of no permanent value or historical interest, the head of the department should report the fact to Congress, submitting a concise statement of the condition and character of such papers. The report should then be examined by a special congressional committee composed of two members of the Senate and two members of the House; and if this committee reported to Congress that the records described, or any part of them, were not needed in the current business of the department and had no permanent value or historical interest, the head of the department should sell them as waste paper or otherwise dispose of them.¹⁷ This law was amended by a section of an appropriation act of Mar. 2, 1895, to cover any accumulation of useless papers in buildings under the control of the executive departments.¹⁸

Although the Cockrell Committee had been appointed largely because of unsatisfactory conditions in the War Department, it found in that Department an incipient archival system that it heartily approved — the famous Ainsworth card-record system. This system

¹⁵ *Select Committee Report*, 1:239, 245.

¹⁶ *Select Committee Report*, 1:112.

¹⁷ 25 Stat. 672.

¹⁸ 28 Stat. 933.

was devised by Capt. Fred C. Ainsworth, Chief of the Record and Pension Division of the Surgeon General's Office, when in April 1887 he began to think about the constant pressure on his division for information about pension applicants and to observe the unusual wear and tear on records caused by searches for this information. The Ainsworth system involved the use of so-called "index-slips" or cards on which were written extracts of the medical history of soldiers obtained from hospital registers. Each extract was copied on a separate card, and the cards were arranged by regiment and thereunder by the name of the soldier. To provide a check on the authenticity of the cards, the pertinent file number and page of the register were entered on each, so that the extracted information could readily be compared with the original record.¹⁹ The system obviated time-consuming searches in cumbersome and voluminous records. Original records could be retired from active use, the copying of worn and defaced records could be discontinued, a soldier's medical history could be quickly furnished even in cases where only his name and military organization were known, and the printing and publication of essential medical-history data for all necessary Government uses could be easily done.

The Committee recommended that the system be extended to the Adjutant General's Office. In this office there had been for several years an accumulation of business, the transaction of which required the examination of 402,916 muster rolls of Civil War volunteer forces. These records had been damaged considerably by frequent use and required copying or repair. To cope with the situation the Committee considered several methods. The desideratum, it seemed, was to produce a record that would be convenient to use, would contain the entire history of each soldier, and would eliminate, so far as possible, reference to the worn and mutilated muster rolls. Such a record might have been obtained from the so-called "regimental registers" of Civil War volunteers that had been begun several years earlier, but by the end of 1887 these registers had been completed only for the six New England States. Their compilation for the other States would require several more years and large appropriations. Mounting and binding the muster rolls in atlas form or printing them, it was thought, could reduce the wear and tear on the rolls caused by unfolding and refolding them in reference use. But it was realized that neither the binding nor the printing of the original rolls would bring together in one place the full military record of a soldier and reduce the time for searches to a minimum. The solu-

¹⁹ *Select Committee Report*, 1: 168-182.

tion to the problem, in the Committee's opinion, was to adopt the card-index record system. Data concerning the military history of each soldier of the volunteer forces should be taken from the numerous muster rolls, reports, and other records and entered on cards, which were eventually to be arranged by State, military organization, and soldier's name. The Committee urged that the compilation of regimental registers be discontinued.²⁰

Senator Cockrell and his colleagues called attention to some unsatisfactory recordkeeping practices for which they could offer no remedies. For example, they described the anomalous situation in which the Paymaster General's Office of the War Department was kept busy supplying information from its records to the Second Auditor's Office of the Treasury Department although the latter office had the same information in its own files. The situation had grown out of differences in the recordkeeping methods of the two offices and the failure of the Second Auditor's Office to adapt its methods to current administrative needs. More specifically, at a time when the Second Auditor had to handle an increasing number of claims of individual soldiers for pay, his pertinent files in the form of vouchers for the payments made by Army paymasters were arranged by name of paymaster and could not conveniently be searched for information about individual soldiers. The Paymaster General's Office, on the other hand, maintained disbursement record books in which the vouchers of individual soldiers were recorded alphabetically by name and were thus more useful to the Second Auditor than his own files in adjusting and auditing individual claims.²¹

The business methods of the War and Treasury Departments were considered by the Cockrell Committee to require more study than it could devote to them. It accordingly recommended that the head of each of these Departments appoint "a committee or commission of three competent, industrious, painstaking officers or employees" to examine closely the business methods of his Department. Such persons, it was suggested among other things, should determine how the public business could be transacted with the least possible "briefing, notating, and copying" of records "and with the smallest number of record entries and record books."²² On Mar. 20, 1888, the Secretary of the Treasury appointed a Commission on Business Methods; and on Mar. 22, 1888, the Secretary of War appointed a Board on Business Methods.

²⁰ *Select Committee Report*, 1: 182-192.

²¹ *Select Committee Report*, 1: 192-199.

²² *Select Committee Report*, 1: 116.

The Commission on Business Methods of the Treasury Department made a report on Jan. 4, 1889. Two weeks later Secretary Fairchild informed Senator Cockrell that several changes were being made in his Department in accordance with recommendations of the Commission. Changes affecting recordkeeping methods included reduction in the number of warrants required to be issued, signed, recorded, and checked by Treasury Department officials; adoption of a briefer method of recording accounts in the offices of the Second Comptroller and First Auditor; consolidation of several accounts of the same class into one report; reduction of the bulk of certain accounts by eliminating duplicate vouchers; discontinuance of some record books by binding and preserving original papers previously copied in the books; reduction of routine correspondence; discontinuance of the hand copying into record books of all letters sent and substitution thereof of press or carbon copies; and destruction of useless files.²³

The War Department's Board on Business Methods made its report on Jan. 21, 1889. And the Secretary of War notified the Cockrell Committee that his Department was effecting several changes on the basis of the Board's recommendations. Among the changes were discontinuance of routine letters transmitting so-called "settlement certificates" or statements of claims; elimination of certain record books relating to "certificates of deposit"; reduction of the amount of correspondence and other records made in crediting to the proper appropriations funds handled by Army paymasters; application of the "card-index system" to some records of the Adjutant General's Office; reduction of papers created in preparing "credit requisitions"; elimination of duplicate requisitions for printing and binding; establishment of the rule that only such papers should "be filed in a given bureau or office as clearly belong to its business"; abolition of daily reports showing the work and attendance of employees; and discontinuance of the recording and filing of several types of routine communications.²⁴

On Mar. 28, 1889, with the submittal to Congress of information about the actions of the Treasury and War Departments, the Cockrell Committee ended its work. Some significant effects of its activities on recordkeeping practices were already evident; others were to appear in the next few years. By 1889 the so-called "book

²³ *Additional Report of the Select Committee to Examine the Methods of Conducting Business in the Executive Departments*, p. 2 (50th Cong., special sess., S. Rept. 3), hereafter cited as *Additional Report*.

²⁴ *Additional Report*, p. 5-10.

period" in the War and Treasury Departments was drawing to a close. Legislation had been obtained that was to provide policy and procedure for the disposal of useless papers of the executive departments for the next 45 years. The approval and publicizing of the card-record system by the Committee were undoubtedly responsible for the rapid extension of this system in the War Department during the 1890's. In general, the Committee put all recordkeeping practices of the Federal Government under closer scrutiny than ever before and jolted the idea that the age of existing practices was an argument in their favor.

On the debit side it might be pointed out that the Cockrell Committee's judgments on some recordkeeping methods were not entirely realistic. Its blanket endorsement of press copies as sole record copies was given in the face of a great deal of testimony raising doubts of the durability of such copies. The endorsement failed to include specific safeguards against the use of impermanent inks and paper.²⁵ The consequence was that some offices began to rely exclusively on press copies that after a few years faded and became illegible. Moreover, the disposal procedure established by the act of 1889, though a step in the right direction, left something to be desired. It neither provided for obtaining adequate information about the records recommended for disposal nor established a system for the competent appraisal of such records. As a result many records of value for research were probably destroyed under the act of 1889.

THE DOCKERY COMMISSION

The Cockrell Committee had done much to improve administrative methods in the executive departments. But it had made only a beginning toward the administrative reform needed by the Federal Government at the close of the 19th century. The need for further examination of business methods in the executive departments was brought to the attention of Congress in the annual report of the Secretary of the Treasury for 1892. The Secretary recognized that various congressional and departmental committees in the past had made valuable reports on departmental methods but thought that these groups had been too much burdened with other duties to make thorough investigations. He therefore recommended the establishment of a "non-partisan commission, similar in its organization to the Interstate Commerce Commission" to work for about 3 years and to examine "existing methods of business and work in the several

²⁵ *Select Committee Report*, 1: 109-112; *Additional Report*, p. 68.

Executive Departments, more especially as to the disbursement of public money and the examination, adjudication, and settlement of public accounts." ²⁶

The recommendation of the Secretary of the Treasury was approved in substance early in 1893 by the Committee on Appropriations of the House of Representatives ²⁷ and was adopted in an appropriation bill enacted Mar. 3, 1893. This measure provided:

That a joint commission, consisting of three Senators, members of the Fifty-third Congress, to be appointed by the present President of the Senate, and three members-elect to the House of Representatives of the Fifty-third Congress, to be appointed by the Speaker of the House of Representatives of the Fifty-second Congress, shall, during the Fifty-third Congress, inquire into and examine the status of the laws organizing the Executive Departments, bureaus, divisions, and other Government establishments at the National Capital; the rules, regulations, and methods for the conduct of the same; the time and attention devoted to the operations thereof by the persons employed therein, and the degree of efficiency of all such employees; whether any modification of these laws can be made to secure greater efficiency and economy, and whether a reduction in the number or compensation of the persons authorized to be employed in said Executive Departments or bureaus can be made without injury to the public service. ²⁸

A significant proviso in this authorization was that the Commission should have no jurisdiction to inquire into the sacrosanct domain of pension legislation. Of interest from the standpoint of operations was the authority given the Commission to employ at least three experts for such assistance as might be needed. This provision was apparently an acknowledgment of the limitations of Congressmen as investigators of the technical aspects of finance, accounting, and other administrative matters. According to Oscar Kraines, it resulted in the first use by Congress of professional business experts in a general investigation of administration. ²⁹

The House of Representatives appointed to the Joint Commission Alexander M. Dockery of Missouri, James D. Richardson of Tennessee, and Nelson Dingley, Jr., of Maine. The Senate appointed Francis M. Cockrell, James K. Jones, and Shelby M. Cullom, all of whom had been members of the Cockrell Committee. Cockrell was made Chairman of the Senate branch of the Commission. Dockery

²⁶ Treasury Department, *Annual Report*, 1892, p. lxxix.

²⁷ *Congressional Record*, 52d Cong., 2d sess., p. 1342 (Feb. 8, 1893).

²⁸ *References to Laws Organizing Executive Departments and Other Government Establishments at the National Capital*, p. 1 (53d Cong., 1st sess., H. Rept. 49).

²⁹ Oscar Kraines, "The Dockery-Cockrell Commission, 1893-1895," in *Western Political Quarterly*, 7: 461 (Sept. 1954).

became Chairman of both the House branch and the Joint Commission. Hence the Commission became known as the Dockery-Cockrell Commission or simply the Dockery Commission. On May 24, 1893, the following experts were appointed: J. W. Reinhart, C. W. Haskins, and E. W. Sells. Haskins and Sells later formed an accounting firm, which was consulted in several investigations of Federal administration, including those of the Hoover Commission.

The Dockery Commission conducted its inquiry through correspondence, personal interviews, inspections, and conferences. The inquiry covered the organization and administrative practices of all Federal executive departments and independent agencies in Washington. It began in May 1893 and continued until March 1895.

The reports submitted to Congress by this Joint Commission contained fewer details concerning recordkeeping in Federal agencies than those of the Cockrell Committee. They gave, however, considerable attention to some practices that had been of great concern to that Committee, particularly to the methods of preserving copies of letters written in the agencies. As has been noted, these methods often included transcribing by hand to so-called "permanent" or "official" record books press copies of letters sent. In some offices, the solicitude for preserving copies of outgoing letters went further. The Office of the Supervising Architect, Treasury Department, for example, kept its clerks busy transcribing copies of letters to books, even though the Office made and preserved typewritten carbon copies of the same letters.³⁰ In many offices the work of copyists was months or even years behind. A case in point was the General Land Office, Department of the Interior, whose Commissioner reported in 1895:

In addition to the specific work of the respective divisions reported in arrears, there are in every division the letter press copy books for the past seven years, which must eventually be transcribed into permanent records. They consist of about 1,700 volumes of 500 pages each, or 850,000 pages, which it is estimated will require the services of eighty copyists for two and one-half years.³¹

In general, the Commission was struck by the lack of typewriters in many Government offices, especially since these machines by the 1890's were being used widely and effectively in private industry. Obviously, much of the Government's clerical work could be ex-

³⁰ *Reorganization of Supervising Architect's Office*, p. 6 (53d Cong., 3d sess., *H. Rept.* 1974).

³¹ *Condition of Business in the Departments of the Government at Washington*, p. 25 (53d Cong., 3d sess., *H. Rept.* 1851).

pedited by replacing the pen with the typewriter. In the General Land Office, for example, 36 clerks were employed in the slow, tedious handwriting of land patents and selected land lists. The Commission estimated that the use of typewriters and carbon copies for this work would save the time of at least 20 clerks and greatly reduce the possibility of errors in transcribing the records.³²

The Commission also observed much needless reporting and bookkeeping, which resulted in large accumulations of records contributing nothing to efficient administration. Among such records were the periodic detailed reports to Congress on the accounts of the Treasurer of the United States, international money-order transactions, the names and salaries of employees in the executive departments, and the purchase of supplies by the Quartermaster General. The Commission believed that bookkeeping in the Office of the Third Assistant Postmaster General to record deposits by postmasters was unnecessary and slowed down the work of the Auditor of the Treasury for the Post Office Department. And it doubted the usefulness of much of the work of the Register of the Treasury.

The disposition of valueless records also engaged the attention of the Dockery Commission. Some offices were found to be preserving massive confused accumulations of records that were searched only rarely and with great difficulty. Such an accumulation, for example, was discovered in the Office of the Auditor of the Treasury for the Post Office Department, which had preserved literally tons of money orders and postal notes in the basement of the Old Post Office Building in Washington. The experts of the Commission observed:

It is impossible to make any use of these old money orders without arranging them so that they would be accessible. They are only of use in the event of an application for the payment of a money order that has been outstanding. The expense necessary to store the papers is considerable, and will increase from time to time as the orders accumulate.³³

As a result of these findings the Dockery Commission made several recommendations on recordkeeping. Especially notable was the following recommendation on the copying of letters sent:

It is recommended that the handwritten record of letters sent be dispensed with; that they be written upon the typewriter with one or more carbon copies and be press-copied in tissue books, the carbon copy being retained in a convenient place, without handling, for the purpose of binding into volumes, and paged to cor-

³² *Engrossing and Recording of Land Patents*, p. 8 (53d Cong., 3d sess., *H. Rept.* 1652).

³³ *Disposition of Old Money Orders*, p. 2 (53d Cong., 2d sess., *H. Rept.* 971).

respond with the numbers of the pages in press-copy books; that the letter press copy books be used for the convenience of the office in referring to current matters, and in the course of years, as they become worn or faded or not frequently referred to, be dispensed with, the permanent record being the bound carbon copies.³⁴

The Commission urged the use of carbon copies because they could be produced more quickly than handwritten copies and several copies could be obtained at the same writing, all uniform and legible. This opinion was also supported by chemical tests, which indicated that some carbon copies were more durable than records made with some inks used for handwriting. Moreover, the Commission said that an extra carbon copy could and should be made in an important transaction so that it could be filed with related documents to make a complete case file. In this connection the Commission recommended that the General Land Office discontinue the preparation of handwritten land patents and lists and use instead typewriters and carbon copies. It suggested that at least three copies of patents be made, "one for the applicant, one for the record, and one for use in the office and to be filed with the papers."³⁵

Several Government offices had already discontinued the copying of letters by hand and were relying only on press copies as records of outgoing communications. A few had begun to use carbon copies. The Commission's recommendation in this connection seems to have been directed mainly at the Treasury and Interior Departments, where considerable copying had been observed. Despite the opposition of its copyists the Treasury Department adopted the recommendation. In a circular of Dec. 9, 1897, the Secretary of the Treasury ordered:

Hereafter, all records of correspondence in the Treasury Department, other than the letter press copies shall be made up of copies made by the ordinary carbon process, and such carbon copies, after being perfected shall be bound in permanent records.

The practice of copying official correspondence in longhand for permanent records, is hereby ordered discontinued.

The substance of this order against hand copying was repeated on July 31, 1902. The binding of carbon copies was discontinued by an order of Dec. 27, 1905, directing that carbon copies should be filed with the other papers to which they related. Meanwhile the copying of letters by hand continued in many offices of the Department

³⁴ *Preserving Copies of Letters Written in the Departments*, p. 2 (53d Cong., 3d sess., H. Rept. 1976).

³⁵ *Engrossing and Recording of Land Patents*, p. 9.

of the Interior, despite the recommendation of the Dockery Commission. By an act of Mar. 2, 1895, proposed by the Commission, however, the General Land Office was authorized to use typewriters or other machines in engrossing and recording patents for public lands.⁸⁶

The Commission also made recommendations to eliminate unnecessary reporting and bookkeeping by the executive departments. It urged the repeal of legislation requiring the preparation of detailed reports to Congress on the accounts of the Treasurer, international money-order transactions, names and salaries of Government employees, and the purchase of supplies by the Quartermaster General and the Commissary General of Subsistence. It advised repeal of the provision requiring postmasters to send their certificates of deposit through the Office of the Third Assistant Postmaster General rather than direct to the Office of the Auditor of the Treasury for the Post Office Department. It recommended discontinuance of much of the bookkeeping and filing work of the Office of the Register of the Treasury and the transfer of certain accounting records from that office to the officials responsible for auditing and settling particular accounts. By March 1895 legislative approval had been given to all these recommendations. Especially noteworthy was the so-called Dockery Act of July 31, 1894, which provided for the first major revision of the Treasury Department's accounting system since its establishment in Alexander Hamilton's time. This act, rightly hailed as the most fruitful accomplishment of the Dockery Commission, brought greater uniformity in the filing of accounts and reduced the volume of accounting papers that had to be made out and kept. It empowered the Comptroller of the Treasury, under the direction of the Secretary of the Treasury, to "prescribe the forms of keeping and rendering all public accounts, except those relating to the postal revenues and expenditures."⁸⁷ This provision, however, was not much used by the Comptroller to effect a standardization of accounting forms.

The destruction of the huge files of old money orders and postal notes previously mentioned could not be accomplished under the disposal act of 1889. Accordingly the Dockery Commission prepared a bill to authorize the Secretary of the Treasury and the Postmaster General to destroy all money orders, postal notes, and related records more than 10 years old. This bill was passed with the proviso that all unpaid money orders outstanding for any

⁸⁶ 28 Stat. 807.

⁸⁷ 28 Stat. 206.

length of time could be redeemed under such regulations as the Postmaster General might make. The Auditor for the Post Office Department was thus enabled to sell as waste paper by the end of 1894 some "3,000 full mail sacks of money order vouchers and statements, amounting to 224 tons, covering the period from 1864 to 1884."³⁸ The retention period on these postal records was reduced to 7 years by an act of Mar. 3, 1897. In these and other special laws for the destruction of records passed after the general law of 1889 can be seen the germ of the record disposal schedule of today.

THE KEEP COMMITTEE

Hardly more than a decade after the Dockery Commission's work was done, the cudgels for administrative reform were taken up again. This time, however, they were wielded by Federal executives rather than Congressmen. The clear shift of leadership in the movement for administrative reform came during the presidency of Theodore Roosevelt. If there was still need for such reform in the Federal Government, Roosevelt could be expected to see it. His experience in municipal, State, and national government gave him unusual knowledge of administrative practices. The need for further reform apparently was first seriously presented to Roosevelt by Gifford Pinchot, who was called by a later Roosevelt the first of the "brain trusters." Pinchot, who in 1898 became Chief of the Division of Forestry, Department of Agriculture, made important changes in the business methods of the Division, including the introduction of new systems of filing. In 1903 he persuaded President Roosevelt to create a Committee on the Organization of Government Scientific Work to find ways of increasing efficiency and economy in such work. Two years later he organized the Forest Service, a bureau widely regarded as the model of administrative efficiency.

The view that the Government's business methods needed improvement was expressed in a story popularized in the autobiographies of both Roosevelt and Pinchot. According to Roosevelt:

An officer in charge of an Indian agency made a requisition in the autumn for a stove costing seven dollars, certifying at the same time that it was needed to keep the infirmary warm during the winter, because the old stove was worn out. Thereupon the customary papers went through the customary routine, without unusual delay at any point. The transaction moved like a glacier with dignity to its appointed end, and the stove reached the infirmary in good order in time

³⁸ Post Office Department, *Annual Report*, 1894, p. 590.

for the Indian agent to acknowledge its arrival in these words: "The stove is here. So is spring."³⁹

This story was not entirely true. The request for the stove had been made on Feb. 10, 1905, rather than in the autumn, as Roosevelt stated. The other details, however, were substantially correct. The stove cost \$6.75 and was delivered May 1, 1905. The documentation of this routine transaction consisted of 17 letters, including 2 signed by the Secretary of the Interior, and 10 miscellaneous papers.⁴⁰ This state of affairs, according to Pinchot, showed the Government to be "debased by generations of political control, sunk in the mire of traditional red tape" and "far below the level of decent or even tolerable . . . administration." "The Government machinery," he declared, "needed a thorough overhauling," and he added with characteristic self-confidence, "I thought I knew what was needed."⁴¹

At any rate, on May 23, 1905, Pinchot, with James R. Garfield, head of the Bureau of Corporations, prepared an outline for the work of a proposed Committee on Department Methods. Among the topics suggested for consideration were "uniform methods and materials of correspondence," "standard . . . forms," and "methods of book-keeping, cost keeping and accounts."⁴² Pinchot carried this outline to the President, who on June 2, 1905, appointed a committee "to investigate and find out what changes are needed to place the conduct of executive business of the Government in all its branches on the most economical and effective basis in the light of the best modern business practice."⁴³ The Committee's attention was invited especially to matters dealing with the preparation of decisions, salaries, supplies, accounting, costs of work, interdepartmental cooperation, uniform standards and efficiency, and publication of an official gazette. With typical vigor and directness Roosevelt urged:

A resolute effort should be made to secure brevity in correspondence and the elimination of useless letter writing. There is a type of bureaucrat who believes that his entire work, and that the entire work of the Government should be the collecting of papers in reference to a case, commenting with eager minute-

³⁹ Theodore Roosevelt, *Autobiography*, p. 367 (New York, 1913).

⁴⁰ "Report of the Committee on Department Methods to President Roosevelt, October 22, 1906," in Gifford Pinchot papers, Library of Congress.

⁴¹ Gifford Pinchot, *Breaking New Ground*, p. 296 (New York, 1947).

⁴² "Outline of Work of a Proposed Committee on Department Methods, May 23, 1905," in Pinchot papers.

⁴³ Elting E. Morison, ed., *Letters of Theodore Roosevelt*, 4:1201 (Cambridge, 1951).

ness on each, and corresponding with other officials in reference thereto. These people really care nothing for the case, but only for the documents in the case. In all branches of the Government there is a tendency greatly to increase unnecessary and largely perfunctory letter writing. In the Army and Navy the increase of paper work is a serious menace to the efficiency of fighting officers, who are often required by bureaucrats to spend time in making reports which they should spend in increasing the efficiency of the battleships or regiments under them.⁴⁴

To the new investigative unit, officially called the Committee on Department Methods, Roosevelt appointed Charles H. Keep, Assistant Secretary of the Treasury; Frank H. Hitchcock, First Assistant Postmaster General; Lawrence O. Murray, Assistant Secretary of Commerce and Labor; James R. Garfield, Commissioner of Corporations; and Gifford Pinchot, Forester, Department of Agriculture. Keep was designated as Chairman, and the Committee was popularly called the Keep Committee or Keep Commission. Overton W. Price, Assistant Chief of the Forest Service, whom Pinchot called "one of the most effective and useful men" in the Government service, was chosen as secretary of the Committee.

Like the Cockrell Committee and the Dockery Commission, the Keep Committee conducted its investigation by means of correspondence, personal interviews, inspections, and conferences. One of its first acts was the distribution to all executive departments and bureaus of a printed questionnaire asking for essential information about their organization, personnel and business methods. A section of this questionnaire, entitled "Correspondence and Files," contained 22 questions on such matters as the distributing, opening, and recording of mail, the preparation of correspondence, the handling of remittances, the referral of letters, the use of postal cards, letters of transmittal, the abstracting of letters, filing systems, methods of letter-press or carbon copying, and the use of form letters and rubber stamps. Replies to these questions were received during the autumn of 1905.

By the end of 1905 the Committee had obtained much information on prevailing administrative practices in the Federal bureaus. Recordkeeping practices were found to vary greatly from department to department and even from bureau to bureau within a department. But some general tendencies were apparent. Most of the departments, especially the older ones, continued to fold and brief incoming letters. Most of them used press copying as the principal method of preserving a record of outgoing letters. Handwritten

⁴⁴ Morison, ed., *Roosevelt Letters*, 4:1202.

letter books generally were no longer maintained except in the Department of the Interior. Press or carbon copies of replies were usually filed with related letters received. The card-index record system was widely used. Here and there "vertical files" were reported to exist although bureau replies did not always show whether the papers in such files were folded or unfolded. A few bureaus reported the maintenance of "subjective files."⁴⁵

Meanwhile in 1905 the Keep Committee was following with interest some recordkeeping developments in the War and Navy Departments. These developments stemmed from President Roosevelt's request that Chairman Keep confer with the Assistant Secretaries of these Departments to get them to prepare a plan for eliminating unnecessary paperwork.⁴⁶ On June 27, 1905, Robert Shaw Oliver, Assistant Secretary of War, sent to the Chief of Staff a memorandum directing the General Staff to take up the question of reports, returns, correspondence, and records required by the various bureaus of the War Department and to report on the possibility of simplifying or reducing the volume of such material. In accordance with this directive the First Division of the General Staff made an investigation of business methods in headquarters and field administrative units of the War Department and in a report of Sept. 27, 1905, recommended, among other things, abolition of the so-called "letters sent and received books" and their replacement by a "correspondence book" and "document file" at all administrative levels below department headquarters and the use of the card system, prescribed by War Department Orders of May 15, 1894, at department and division headquarters. The correspondence book was to contain an entry for each item of correspondence, which would show the name of the writer; date of receipt; place, date, and purport of communication; action taken; and disposition of the original document — whether filed, forwarded, returned to higher authority, or referred to a subordinate. Each item was to be numbered and indexed under a subject and when necessary under the name or official designation of the writer and the name of any person or persons referred to in the communication. The document file was to be numbered and to contain letters received and carbon, letter-press, or

⁴⁵ These statements concerning recordkeeping practices in 1905 are based on replies to the Keep Committee's printed questionnaire, which are interfiled with records of the President's Commission on Economy and Efficiency accumulated by the Budget Bureau and are part of Record Group 51 in the National Archives. Hereafter these records are cited as PCEE records, RG 51, NA. In citations to other records also the symbol RG is used for Record Group and NA for the National Archives.

⁴⁶ Morison, ed., *Roosevelt Letters*, 4: 1202.

other copies of documents sent relating to a particular transaction. Documents differently numbered but dealing with a related matter were to be filed together with a reference slip inserted to account for their absence from serial order. Beyond the mere notation of the fact of origin or receipt and disposition no record was to be made of several classes of papers lacking permanent value. This report of the General Staff was approved by Assistant Secretary Oliver on Oct. 13, 1905, and by the President on Nov. 2, 1905. Directives were then issued to put the recommendations of the report in effect.⁴⁷

Whether the Assistant Secretary of the Navy, Charles H. Darling, made a report to the President on paperwork in his Department is uncertain. He conferred with the Keep Committee on the subject on Sept. 16, 1905, and later promised to send the Committee a copy of the report to be made. No such report has been found, however, in records of the Keep Committee or the Navy Department in the National Archives.

Although replies to the Keep Committee's questionnaire and the special report on paperwork in the War Department furnished valuable information on Government business methods, further investigation was considered necessary to enable the Committee to formulate definite recommendations. Accordingly the Committee early in 1906 appointed "assistant committees" or subcommittees — task forces, if you please — to study particular aspects of administration and organization and present definite plans for improvement. The subcommittees were composed of about 60 Government officials described by Chairman Keep as being among "the brightest and most capable men in the Departments." Their work began auspiciously. On Mar. 20, 1906, Pinchot entertained the Keep Committee and its subcommittees at his Washington home, where President Roosevelt expounded to them his ideas concerning Government reform "in a free and easy speech lasting nearly an hour." Roosevelt warned them of the evils of excessive paperwork with the following story:

I remember very well the pride with which a certain high officer in one of the bureaus in the Navy Department, a good many years ago told me, pointing to a big case of papers, that in that he could find out through the reports of the officers of each battleship how many bottles of violet ink each captain of a battleship was responsible for. I remarked that I did not care a snap of my finger about the number of bottles of violet ink on the ship, that what I wanted to know was whether the men at the guns could shoot.

⁴⁷ Report of the General Staff, "Simplification of War Department Methods," Sept. 27, 1905, and related records, in the Keep Committee records accumulated by the Forest Service, RG 95, NA.

The President then declared: "The paper work must be subordinated in the departments and bureaus to the efficiency of the work itself; keeping only enough of it to make a record of what is done."⁴⁸

Among the investigative units created by the Keep Committee was the Subcommittee on the Distribution, Record, and Handling of Correspondence appointed on Jan. 29, 1906, and referred to hereinafter as the Subcommittee on Correspondence. James B. Adams of the Forest Service was designated as chairman of the Subcommittee. Its members were, in general, officials of bureaus that had adopted newer or more efficient filing methods.

During March and April 1906 the Subcommittee on Correspondence made a study of methods of handling and filing correspondence in the Departments of Commerce and Labor, Agriculture, and the Interior. Also during this period, one member of the Subcommittee examined correspondence and filing systems in use by Marshall Field and Co., the United States Steel Corp., and Montgomery Ward and Co., in Chicago. The investigation in the Departments was conducted in some instances by the entire Subcommittee and in others by a special committee consisting of three or more members. It was regarded as a necessary preliminary step before the making of detailed studies. During this preliminary examination, however, the Subcommittee devoted considerable attention to the different methods of preserving copies of letters written in the Departments — a matter investigated and reported on by the Dockery Commission. Contrary to the recommendation of that Commission many offices were found not to have a system of record-keeping combining the press and carbon copy methods. To the Subcommittee this situation was not undesirable since it concluded that in view of the different kinds of business transacted no one system could be prescribed for all Government offices.

The Subcommittee on Correspondence, therefore, outlined the criteria by which a method of copying letters sent might be selected. Four factors were considered important — permanency, authenticity, economy, and adaptability. By permanency was meant "that quality of a copy by virtue of which it will resist destruction when exposed to the usual conditions of heat, sunlight, moisture, and ordinary wear and tear." Authenticity was defined as "the value of a copy as secondary evidence in legal action." Economy was considered to mean "the relative cost of labor and material in producing copies by the different methods." By adaptability was meant "the

⁴⁸ Clipping from the *Washington Star*, Mar. 23, 1906, in Pinchot papers.

adaptability of the copies to the various uses to which they will be put." While the handwritten copy was regarded as the most permanent record, the Subcommittee did not believe that the business of any office required a more permanent record than that afforded by the typewriter carbon copy. Press copies, because of their fragile character and the action of sunlight, could not be expected to furnish a satisfactory record for more than 50 years. These views on relative permanency were based largely on information furnished by scientists of the Bureau of Chemistry. A conclusive statement on the relative value of handwritten, press, and carbon copies as legal evidence could not be made. The Subcommittee was informed that copies were admissible as evidence only when original letters were unobtainable, and their admission depended on the circumstances and manner in which they were made. The weight given a copy in court depended on the degree of assurance furnished that it was a true and correct copy of the letter alleged to have been sent, and that the letter of which it was a copy really was sent. This assurance, said the Subcommittee, depended on the system of checking, initialing, and so on, rather than on the method by which the copy was made.

The tissue press copy was found to be the most economical method of preserving copies of letters sent because the material was cheaper than the paper for carbon or handwritten copies, and it could be produced in less time and by a less expensive class of labor. For adaptability to either "open" (vertical or flat) or "folded" filing systems, carbon copies were rated superior to press and handwritten copies. It was recommended, therefore, "that each responsible administrative officer determine the relative value of . . . permanency, authenticity, economy, and adaptability, as applied to the correspondence of his own office, and that his action be reviewed from time to time upon the same basis by competent authority."⁴⁹

While the Subcommittee on Correspondence was formulating recommendations concerning letters sent by all Government offices, it was conducting a detailed investigation of the methods of handling and filing correspondence in the Department of the Interior. This undertaking was to constitute its principal contribution to the work of the Keep Committee. Overton W. Price, secretary to the Keep Committee, had made several highly critical comments about the organization and methods of the Department as shown by its replies to the Committee's questionnaire. And on the basis of infor-

⁴⁹ "Report Outlining a System by Which a Method of Preserving Copies of Letters Sent May Be Selected," Aug. 11, 1906, in Keep Committee records, RG 95, NA.

mation furnished by Secretary of the Interior Ethan A. Hitchcock, President Roosevelt in October 1905 had directed the Keep Committee "to make a searching investigation of the organization, business methods, and personnel of the Interior Department in all its branches."⁵⁰ The report of the Committee on this investigation had mentioned some unsatisfactory recordkeeping practices.

In May and June 1906 the Subcommittee on Correspondence made a close examination of the Department. Some recordkeeping practices of the Department were found to be outmoded or of questionable usefulness. Among these were briefing letters, maintaining book registers and indexes, and filing letters by arbitrary serial numbers without regard to their subject matter. Objectionable also was the requirement or custom compelling the bureaus to correspond with each other through the Secretary's office. On the other hand, the Subcommittee noted with approval a decline in the keeping of handwritten letter books, an increasing use of card registers and indexes, and a beginning of flat and vertical filing.

The archival system of the Secretary of the Interior, based largely on instructions issued by Carl Schurz in 1880, was obviously in need of reform. Under the system, press copies of letters sent were still being transcribed by pen and ink into bound volumes. This work was in arrears from 3 months to 3 years. Division chiefs defended the handwritten letter books on the ground of their superiority as permanent records but admitted that they contained many letters of transitory value and were rarely used for administrative purposes when good press copies were available. They conceded that durable carbon copies would be satisfactory substitutes for handwritten copies.⁵¹ Other antiquated recordkeeping practices persisted in spite of the demonstrated advantages of newer methods. For example, all divisions except the Division of Lands and Railroads maintained folded files; and this Division, although possessing vertical files, still continued to abstract letters as under the folded system. The Division, however, had made a break with the past in 1901 by replacing its book registers and indexes of correspondence with a card-index system.

In the General Land Office the Subcommittee on Correspondence observed an elaborate system of registering letters received. There was a "registry" or "registering" room in the Chief Clerk's Divi-

⁵⁰ Roosevelt to the Keep Committee, Oct. 14, 1905, in Pinchot papers.

⁵¹ Statements obtained by the Subcommittee on Correspondence from James I. Parker, Chief of the Division of Lands and Railroads, May 5, 1906, and from Joseph C. Clements, Chief of the Indian Division, May 10, 1906, in Keep Committee records, RG 95, NA.

sion, in which incoming letters were entered in five series of registers based mainly on classes of correspondents. Each register was divided alphabetically, entries being made in chronological order under the appropriate letter of the alphabet for the name of the sender of the communication registered. For each communication the register showed the date of receipt, file number, date and purport, and referral. These registers were supplemented by "numerical registers," which showed only the file number of the letters entered, the initials of the writers, and the division to which the letters were referred. The two types of registers filled about 32 volumes a year. At the same time nearly all the divisions of the General Land Office kept separate registers of letters received (averaging 26 volumes a year), similar to those in the registering room. The only additional information in the division registers was the initials of the clerks to whom the letters were referred for action.

The Subcommittee was concerned too about the conditions under which General Land Office records were kept. There was no uniform or standard equipment for filing papers. While Woodruff file boxes and "plain shelving" were used in some divisions, open pigeon-hole cases were more common. It was apparent that the accumulation of dust and dirt was not only damaging the files but also endangering the health of file clerks.

Other recordkeeping practices were observed by the Subcommittee in other bureaus of the Department of the Interior. Administrative regulations had saddled the Office of Indian Affairs with a burdensome and poorly controlled system of correspondence. In the Bureau of Pensions letters received were neither briefed nor registered but simply forwarded for filing in particular divisional case files, or, if dealing with no particular case, returned to the writer with the requested information or publication. Neither press nor carbon copies of letters sent were made in the principal adjudicating divisions. Here the writer of the letter noted upon the case jacket a brief synopsis of his letter. In these divisions 30 percent of the letters were being written in longhand. The Patent Office still made extensive use of book records. In the Geological Survey a card system of registering and indexing correspondence was widely used, and carbon copies of all letters sent were attached to related incoming papers. No recordkeeping problem or innovation was evident in the Bureau of Education, whose correspondence amounted to about 15 letters a day.

In a report of Sept. 29, 1906, the Subcommittee on Correspondence submitted to the Keep Committee its findings and recommenda-

tions concerning the methods of handling and filing correspondence in the Department of the Interior.⁵² This report, which contained some observations applicable to other Government departments, recommended the discontinuance of handwritten letter books, letter-press copy books, book registers and indexes of letters, and the briefing and folding of letters. It urged greater use of card records and typewriters, the establishment of chronological files of carbon copies of letters sent, and the filing of incoming papers with copies of outgoing papers related to a particular transaction. It suggested the elimination of unnecessary letters of transmittal and acknowledgment, restatement of the contents of letters received, and excessive internal correspondence through intermediate offices. It also recommended the cleaning of dusty files and the acquisition of suitable filing equipment.

Early in October 1906 the Subcommittee on Correspondence ceased to function. By that time departmental and bureau committees on business methods were being established in accordance with recommendations of the Keep Committee.⁵³ Some members of the Subcommittee discussed tentatively whether the record disposal act of 1889 should be amended to give "general authority for the destruction of certain classes of papers under certain conditions."⁵⁴ This discussion was prompted by an inspection of the Bureau of Statistics, Department of Agriculture, where it was discovered that the Chief of the Bureau had been disposing of accumulations of old files without obtaining the required authorization. This practice was found to exist in other bureaus. The Subcommittee did not explore the matter in detail but suggested that while the destruction of useless records was undoubtedly advisable, it should follow the method prescribed by law.⁵⁵

The findings and recommendations of the Keep Committee and its Subcommittee on the handling and filing of correspondence were not published. But they were probably made available to the various department and bureau committees on business methods, which were established in the latter part of 1906 and which included some officials who had worked with the Keep Committee. And copies of

⁵² "Report of Subcommittee on Distribution, Record and Handling of Correspondence," Sept. 29, 1906, in Keep Committee records, RG 95, NA.

⁵³ James B. Adams to Overton W. Price, Feb. 12, 1907, in Keep Committee records, RG 95, NA.

⁵⁴ Report of a special committee to the Subcommittee on Correspondence, Apr. 12, 1906, in PCEE records, RG 51, NA.

⁵⁵ Report of the Subcommittee on Correspondence, Sept. 29, 1906, p. 7, in PCEE records, RG 51, NA.

the principal report of the Subcommittee on Correspondence were sent to representatives of the American Association of Public Accountants and the firm of Gunn, Richards and Co., both of which were later called on by various Government bureaus for advice on filing methods. More important perhaps was the fact that some basic records of the Subcommittee were used a few years later by the President's Commission on Economy and Efficiency in formulating principles to govern the handling and filing of correspondence.

The Keep Committee's investigation of special areas of administration also touched recordkeeping practices. Its Subcommittee on Accounting observed a great multiplicity of forms used by the executive departments in keeping and rendering public accounts. Although the Dockery Act had empowered the Comptroller of the Treasury to prescribe most of these forms, he had not generally exercised this authority. Consequently each department had designed its own forms. In some instances the departments had begun with a simple and comprehensive system of forms but, as new situations arose, had created new forms without reference to existing ones. In some bureaus the forms had become so varied and numerous that it was difficult in a particular instance to determine readily what form should be used, many of the forms did not elicit from administrative officers evidence necessary to the accounting officers for a proper settlement of the accounts, and many of them were unnecessarily large.

The Subcommittee on Accounting realized that it was difficult for the Comptroller to initiate every form used throughout the Government service in keeping and rendering accounts. It recommended, therefore, the issuance of a circular providing that all forms used in keeping and rendering accounts to the accounting officers of the Treasury not already approved by the Comptroller and the Secretary of the Treasury should be submitted for approval and should be resubmitted whenever changes were proposed, the date of last approval being printed on each form.⁵⁶

The Keep Committee particularly criticized the contract forms used in many Government bureaus. It found that they often contained legal defects, conflicting provisions, and ambiguous statements of the rights and obligations of the contracting parties, which led to frequent litigation. And there was no uniformity as to the number of copies of contracts required to be executed. In

⁵⁶ Report, "Standardizing Forms," by the "Assistant Committee on Accounting," June 11, 1906, in Keep Committee records, RG 95, NA.

one department all contracts, regardless of the amount involved, were made in quintuplicate. The Committee thought that, except in the case of certain contracts required to be filed in the Returns Office of the Interior Department, only three copies were necessary. It suggested, however, that the whole question of the preparation of Government contracts should be fully investigated by a special Presidential committee.⁵⁷

Investigation in the field of accounting also led the Keep Committee to consider records of cost accounting. This form of accounting, widely used in the commercial world by 1906, had been little used in the Federal Government. The Committee therefore recommended three classes of cost records: "records of stores," "records of service," and "records of product." By records of stores was meant a perpetual inventory showing the quantities and values of stores received and issued. Records of service were considered to be time books or work-report slips giving data on the work and pay of employees. Records of product were described as reports of the quantities and varieties of the completed output. The Committee recognized that cost keeping was most readily adaptable to "industrial" operations of the Government but held that its principles were also applicable to most branches of the Government service.⁵⁸

The Keep Committee investigations touched recordkeeping in other ways. Its Subcommittee on the Documentary Historical Publications of the United States Government expressed concern over prevailing unsatisfactory record storage conditions and disposal procedure. This group, a veritable galaxy in the historical firmament, was composed of Worthington C. Ford (chairman), Charles Francis Adams, William A. Dunning, Albert Bushnell Hart, Andrew C. McLaughlin, Alfred T. Mahan, Frederick J. Turner, and J. Franklin Jameson (secretary). In a report submitted to President Roosevelt by the Keep Committee on Jan. 11, 1909, these distinguished men in showing the relation between archives and historical publication declared:

Vast quantities of material, some of it valuable historically, much of it worth great sums of money to the Government are annually "colonized out" by departments into outside buildings, unsuitable and unsafe, and in which it is practically impossible to consult them . . . We strongly recommend as the only

⁵⁷ *Government Contracts; Report to the President by the Committee on Department Methods*, Apr. 30, 1907.

⁵⁸ *Cost Keeping in the Government Service; Report to the President by the Committee on Department Methods*, Dec. 29, 1906, p. 19.

remedy that a National Archive House be built and that the earlier records and papers of the administrative departments be segregated and stored in it, under modern and scientific arrangements, as soon as is possible. We further recommend that Congress be requested so to modify its laws respecting the destruction of departmental papers as to insure that papers no longer useful for administrative purposes be not destroyed without giving some expert person, such as the Chief of the Division of Manuscripts in the Library of Congress or the head of the future archives establishment, the opportunity to preserve such as still possess historical value.⁵⁹

The report of the Subcommittee on Documentary Historical Publications in 1909 constituted the final work of the Keep Committee. By that time its membership had dwindled to two persons: Lawrence O. Murray, who had become its chairman, and Gifford Pinchot. In actuality the Committee had discontinued most of its work by November 1907, when Murray had suggested that it should be "prorogued" by the President. Pinchot had agreed to the suggestion but had also proposed establishing an "Inter-Departmental Committee" to continue the work of the Keep Committee.⁶⁰ Whatever plans there may have been for continuing the work of the Committee were dealt a mortal blow by Congress in 1909, when it passed the so-called Tawney Amendment to the Sundry Civil Appropriation Bill, prohibiting Federal bureaus from doing work for any commission, board, or similar body appointed by the President without legislative sanction.

Although Congress was cool if not hostile to its work, the Keep Committee brought considerable change in some administrative activities without benefit of legislative action. This was especially true in the area of recordkeeping. Much of the revolution in the archival system of the Department of the Interior beginning in 1907 can be traced directly to recommendations of the Keep Committee and its Subcommittee on Correspondence. This revolution was evidenced in the disappearance of handwritten letter books, folded files, and briefing and in a greatly accelerated trend towards vertical and flat filing systems, card records, and case files. By 1911 most of the bureaus of this Department were using flat or vertical files and carbon copies of letters sent.⁶¹ The investigation of other depart-

⁵⁹ *Report to the President by the Committee on Department Methods; Documentary Historical Publications of the United States Government*, p. 39 (60th Cong., 2d sess., S. Doc. 714).

⁶⁰ Murray to Pinchot, Nov. 21, 1907; and Pinchot to Murray, Nov. 23, 1907, in Pinchot papers.

⁶¹ Records of the Committee on Economy and Efficiency, 1908-11, in records of the Office of the Secretary of the Interior, RG 48, NA; Department of the Interior, *Annual Reports*, 1908, 1: 180-182, 189, 2: 14; 1909, 1: 53, 130, 169, 2: 73.

ments by the Committee doubtless stimulated some changes in recordkeeping. In 1907 a congressional Committee on Expenditures in the Department of Agriculture reported that several bureaus in this agency were beginning to use vertical files and card records and to file copies of letters sent with related incoming letters.⁶² By 1911 it was stated by an Agriculture Department committee that the "great majority of the bureaus use either the vertical or the flat file system, together with a complete system of card indexes; others have the vertical file system without the card index; while others have only flat alphabetical files or subject files with only important subjects indexed." It was further reported that about half of the bureaus were using "only the method of retaining carbon copies of letters sent."⁶³ Meanwhile improvements in business methods were being made in the Post Office Department. By 1908 the Department had begun to replace certain book records with card record systems.⁶⁴

The findings and recommendations of the Keep Committee were not lost with its dissolution in 1909. Nineteen reports of the Committee were published and distributed widely to Government offices, business firms, and organizations interested in public administration. The basic records of the Committee, which had been accumulated by Forest Service officials, were transferred on Oct. 20, 1910, to the President's Commission on Economy and Efficiency and subsequently were interfiled with that Commission's records. Theodore Roosevelt, with much pride and perhaps not a little bias, suggested that the "somewhat elaborate and costly investigations of Government business methods" made by this Commission "served merely to confirm the findings" of the Keep Committee, which, he contended, "were achieved without costing the Government a dollar."⁶⁵ Although this statement is questionable as it applied to the entire work of the Committee, it is substantially correct as it related to the findings and recommendations on recordkeeping. In its recommendations for the discontinuance of the briefing and folding of letters and the keeping of book registers and in its statement of the considerations that should govern the method of preserving copies of letters, the President's Commission on Economy and Efficiency clearly carried forward ideas presented by the Keep Committee. Similarly in the matter of accounting records the Commission's ideas were strikingly consistent with those advanced by the Committee.

⁶² *Report of the Committee on Expenditures in the Department of Agriculture*, p. 31 (59th Cong., 2d sess., *H. Rept.* 8147).

⁶³ Department of Agriculture, *Report of the Committee on Efficiency and Economy in the Department of Agriculture*, p. 27 (Washington, 1911).

⁶⁴ Post Office Department, *Annual Report*, 1908, p. 7.

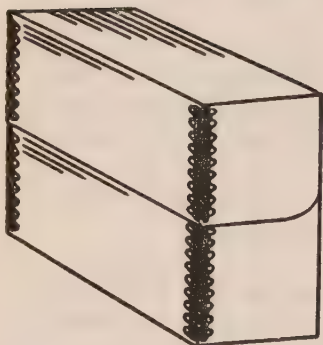
⁶⁵ Roosevelt, *Autobiography*, p. 367.

SUMMARY

The principal work of the Keep Committee ended about two decades after the Cockrell Committee had launched the movement for reform in the business methods of Federal executive departments. The progress of the movement during these years was not spectacular or universally evident. Its goal was not apparent to an Agriculture Department official who in 1910 declared that his office had been established for scientific research and therefore had "no administration, no business, and hence no regular business methods."⁶⁶ Despite such attitudes, however, administrative reform made progress. Notable changes took place in recordkeeping. In the period between 1887 and 1909 the long reign of book registers and indexes and letter books came to an end. Handwritten copies of letters sent were deposed by press copies and the latter in turn by carbon copies. Card systems came of age and began to revolutionize many recordkeeping operations. The traditional separation of letters received from copies of letters sent gave way in many offices to the creation of case files and other file units that foreshadowed the subject files of today. The folding and briefing of letters were discontinued. Flat and vertical files began to win wide acceptance. To a remarkable extent these changes, which have shaped contemporary recordkeeping in the Federal Government, were influenced by findings and recommendations of the Cockrell Committee, Dockery Commission, and Keep Committee.

⁶⁶ Head of the Division of Forest Pathology to the Acting Chief, Bureau of Plant Industry, Dec. 10, 1910, in correspondence of the Chief, records of the Bureau of Plant Industry, Soils, and Agricultural Engineering, RG 54, NA.

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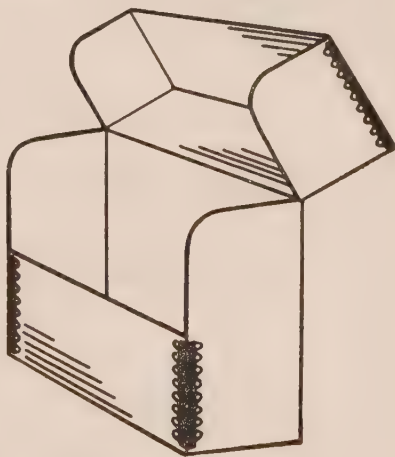
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CEDAR RAPIDS, IOWA

Writings on Archives, Current Records, and Historical Manuscripts, June 1956-May 1957: Part 2

By GRACE QUIMBY¹

National Archives

PART 2 of this annual bibliography lists items published in other countries than the United States. Although there are more of these than in preceding years, the listing is still highly selective, in view of the international bibliography being published in *Archivum*. Certain items dated before June 1956, but not available for examination earlier, are included, as is one title published in this country but omitted from Part 1. Other titles, not yet examined, will be included in the list next year.

The bibliography is classified broadly by subject, with the same arrangement as in Part 1. In two sections — III B and VII B — for United States material, no titles are listed in Part 2. An outline of the headings used for the combined bibliography precedes the list.

The compiler is indebted to Eleanor M. Walden for typing the manuscript.

- I. General Literature
- II. Filing Techniques and Management of Current Records
 - A. General Discussion
 - B. Machine Techniques in Office Operations and in Information Processing
- III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations
 - A. United States in General and Federal Government
 - B. State and Local
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 - D. International Organizations
- IV. Buildings and Equipment for Archival and Manuscript Depositories
- V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts
- VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts
- VII. Arrangement and Description of Records and Historical Manuscripts, Including Published Finding Aids

¹ In the continued absence of Lester W. Smith, this bibliography has been compiled by Grace Quimby, Acting Librarian of the National Archives Library.

- A. General Discussion
- B. United States in General and Federal Government
- C. State and Local
- D. Foreign Countries
- VIII. Application of Photographic Processes to Work With Records and Historical Manuscripts
- IX. Service, Use, and Publication of Records and Historical Manuscripts
- X. Special Physical Types of Records and Historical Manuscripts
- XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Record Officers

I. GENERAL LITERATURE

1. ANNUAIRE international des archives. *Archivum*, 5: 1-253 (1955). This directory, to which the whole issue is devoted, is arranged geographically, with a place-index. It includes, for each institution, address; telephone number; extent and importance of, and access to, records; photocopying services; and names of principal archivists.
2. BESTERMAN, THEODORE. A world bibliography of bibliographies and of bibliographical catalogues, calendars, abstracts, digests, indexes, and the like. 3d and final ed., rev. and greatly enl. throughout. Genève, Societas Bibliographica, 1955-56. 4 vols. A few titles on archives, predating 1943, appear in columns 267-268; on manuscripts (under paleography), in columns 2935-2938. Additional references appear under appropriate topics.
3. BIBLIOGRAPHIE zum Archivwesen für die Jahre 1953 und 1954. *Der Archivar*, 9: col. 97-120, 219-248, 383-396 (May, Aug., Nov. 1956). Arranged by countries.
4. BORN, LESTER K. Universal guide to catalogs of manuscripts and inventories of archival collections: a proposal for cooperative listing. *College and research libraries*, 18: 322-329 (July 1956). As historical background Dr. Born describes previous attempts at international listings before discussing, for the proposed project, (a) estimates of quantities of materials, (b) method of operation, and (c) dissemination of results.
5. BYRNE, MURIEL ST. CLARE. Theatrical records. *Archives*, v. 3, no. 17: 1-7 (Lady Day 1957). A plea for the preservation of the records of theaters, peculiarly subject to loss and destruction for lack of a "home."
6. DAVIES, J. CONWAY, ed. Studies presented to Sir Hilary Jenkinson. London, Oxford University Press, 1957. 494 p.
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8. FIETZ, WALTER. Minerva-Handbuch: Die Archive. Wege und Ziele der Neubearbeitung. *Der Archivar*, 10: col. 115-118 (Apr. 1957).
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10. GOLDINGER, WALTER. Archivwissenschaftliche Literatur der Jahre 1951-1954. *Mitteilungen des Österreichischen Staatsarchivs*, 8: 353-368 (1955).
11. GRANTHALAYA. v. 1, no. 1. Jan. 1955- . Hyderabad, India, Hyderabad Library Association, Nizam College, 1955- .
12. INTERNATIONAL bibliography of historical sciences. Twenty-second volume, 1953. Paris, Librairie Armand Colin, 1955. 369 p. Edited for the International Committee of Historical Sciences. References relating to archives appear on p. 20-22 and to libraries and museums on p. 22-25.

13. INTERNATIONAL bibliography of historical sciences. Twenty-third volume, 1954. Paris, Librairie Armand Colin, 1956. 388 p. Edited for the International Committee of Historical Sciences. References relating to archives appear on p. 16-18 and to libraries on p. 18-21.
14. LEESCH, WOLFGANG. Methodik, Gliederung und Bedeutung der Archivwissenschaft. Germany (Democratic Republic, 1949-) Staatliche Archivverwaltung, *Archivar und Historiker*. Berlin [1956]. p. 13-26.
15. MACMILLAN, DAVID S. Modern archives; a review article. Business Archives Council of Australia, *Bulletin*, Nov. 1956, p. 31-35.
16. MEINECKE, FRIEDRICH. Archivberuf und historische Forschung. *Der Archivar*, 10: col. 1-6 (Jan. 1957).
17. NORDISK arkivnyt. 2. årgang, nr. 1. Marts 1957- . København, 1957- . A new journal, published by the Riksarkivet and edited by Harald Jørgensen.
18. RÖSLER, INGO. Über die Terminologie russischer Archivdokumente. Germany (Democratic Republic, 1949-) Staatliche Archivverwaltung, *Archivar und Historiker*. Berlin [1956]. p. 471-495.
19. ROUBÍK, FRANTIŠEK. Slovníček archivní terminologie. Zpracovali: F. Roubík [et al., Praha] 1954. 47 p.
20. SANTE, GEORG WILHELM. Archive und Verwaltung — historische Provenienz und Probleme der Gegenwart. *Der Archivar*, 10: col. 7-16 (Jan. 1957).
21. VERZEICHNIS der Archivare; bearbeitet im Staatsarchiv Wiesbaden. 4. Ausgabe. [n. p.] 1956. 98 l. This directory of archivists and archival institutions includes those of West and East Germany and of Austria.
22. VLEESCHAUWER, H. J. de. Archives et bibliothèques. *Mouaison*, no. 4: 2-29 (1955). Study of the distinctions between theories underlying library and archival practices.
23. WEITEMEYER, MOGENS. Archive and library technique in ancient Mesopotamia. *Libri*, v. 6, no. 3: 217-238 (1956).

II. FILING TECHNIQUES AND MANAGEMENT OF CURRENT RECORDS

A. General Discussion

24. CANADA. CIVIL SERVICE COMMISSION. Manual of forms design and control, prepared by Organization and Methods Service. Ottawa, 1955. 61 p.
25. CANADA. CIVIL SERVICE COMMISSION. Manual on filing services, prepared by Organization and Methods Service. Ottawa, 1955. 46 p.
26. ELSRUD, OLE. Kontordagen; håndbok for kontorfolk. Oslo, J. W. Capelen, 1956. 173 p. This practical, well-illustrated office handbook includes a chapter (Arkivering) on handling correspondence and on filing schemes, p. 81-95, and is itself arranged by a decimal scheme, 1-7.
27. FAHLSTRÖM, JAN MAGNUS. Företagsarkiven; orientering om modern arkivorganisation. Stockholm, Industriens upplysningstjänst [1956]. 233 p.
28. MACLEAN, I. Trends in organising modern public records, with special reference to classification methods. *Archives and manuscripts*; the journal of the Archives Section of the Library Association of Australia, v. 1, no. 3: 1-17 (Dec. 1956). Focuses on the task of the record officer in organizing current records.
29. NEW ZEALAND. PUBLIC SERVICE COMMISSION. Records. Wellington, R. E. Owen, Govt. printer, 1954. 71 p. (*Staff training manual*).
30. RAABE, HERMANN. Einführung in die Mikrofilmtchnik, Mikrodokumentation. [von] Raabe [und] Janiak. 1. aufl. Koblenz, P. Steffgen [1955]. 101 p.
31. SIMPSON, JOHN R. O & M na administração inglesa. [Rio de Janeiro] Escola Brasileira de Administração Pública, Fundação Getúlio Vargas [1954]. 26 p. (*Cadernos de administração pública*, 20. *Organização e métodos*). Includes bibliography.

See also: 80, 108, 129, 188, 197.

II. B. Machine Techniques in Office Operations and in Information Processing

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33. JORDAN, G. H. S. Electronic data-processing in the United States: I. American equipment. II. Applications in government, commerce and industry. III. Programming. *O & M bulletin*, v. 11, no. 5:10-16; v. 11, no. 6:11-18; v. 12, no. 1:26-31 (Oct., Dec. 1956; Feb. 1957).
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36. PYKE, MAGNUS. Automation; its purpose & future. [London] Hutchinson's Scientific and Technical Publications [1956]. 191 p.
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III. HISTORY, ORGANIZATION, AND CURRENT ACTIVITIES OF ARCHIVAL AGENCIES, MANUSCRIPT DEPOSITORIES, AND RELATED ORGANIZATIONS

A. United States in General and Federal Government

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III. C. Foreign Countries

41. AARHUS, DENMARK. ERHVERVSARKIVET. Erhvervshistorisk årbog; meddelelser fra Erhvervsarkivet, 8. 1956. Aarhus, Universitetsforlaget, 1956. 137 p.
42. ARCHEION. v. 25, 1956. 430 p. An issue devoted largely to reports from the Third National Conference of Polish archivists in Warsaw, Jan. 1955, which survey the work and current problems of the various Polish archival institutions.
43. LES ARCHIVES de Yougoslavie. [Belgrade, Imprimerie "Kultura," 1956?]. 33 p. Published by the Fédération des associations d'archivistes dans la REPY.
44. AUSTRALIA. COMMONWEALTH ARCHIVES COMMITTEE. Fifth annual report, 1955-1956. Canberra, 1956. [12] p.
45. BASEL-STADT (CANTON) STAATSARCHIV. Jahresbericht, 1956. [n. p., n. d.]. 16 p.
46. BOMBAY (PRESIDENCY). RECORD OFFICE. Annual report for the year 1955-56. Bombay, 1957. 43 p.
47. BRITISH RECORDS ASSOCIATION. The annual conference [1955]. *Archives*, v. 2, no. 15:398-405 (Lady Day 1956). Contents.—Records preservation section [Archives of motoring], p. 398-399; Technical discussion meeting: strong-room climate, p. 399-402; Discussion meeting of the association [The historian and the local record office], p. 402-404; Annual general meeting, p. 404-405.

48. BRITISH RECORDS ASSOCIATION. The annual conference [1956]. *Archives*, v. 3, no. 17:28-31 (Lady Day 1957). Contents.—Records' preservation section: theatre records, p. 28; The records of ecclesiastical courts, p. 28; The cataloguing of seals, p. 28-30; Annual general meeting, p. 30-31.
49. BRITISH RECORDS ASSOCIATION. List of record repositories in Great Britain. London, 1956. 46 p. (*Reports from committees*, no. 5). A list of 155 repositories and of 16 others "known or assumed to have accumulations of records or archives."
50. BRITISH RECORDS ASSOCIATION. Twenty-fourth report of council, accounts, and list of members for the year ending 31 August 1956. [n. p.] 1956. 29 p.
51. BRITISH RECORDS ASSOCIATION. RECORDS' PRESERVATION SECTION. Report for the year 1955-1956. [n. p., n. d.]. 5 p.
52. CEYLON. GOVERNMENT ARCHIVES DEPT. Administration report of the Government Archivist for 1955. Colombo, 1956. 8 p.
53. CUBA. ARCHIVO NACIONAL. Memoria correspondiente a los años de 1955-1956. La Habana, 1957. 77 p. This issue is largely devoted to articles in memory of the former Director, el Capitán Joaquín Llavéras Martínez, p. 7-48. The annual reports for 1955 and 1956 are on p. 53-59 and 65-77.
54. DARLINGTON, IDA. Local archives of Great Britain; the County of London Record Office. *Archives*, v. 2, no. 16:477-486 (Michaelmas 1956).
55. EILERT, ERIC. Mikrofilmarkiv för släktforskning. *Biblioteksbladet*, v. 41, no. 10:720-721 (1956). Växjö Central Library in cooperation with the towns and townships of the administrative district has arranged to buy copies of church records and material pertaining to the district which are in the State Archives and which have been microfilmed by the Genealogical Society of the Church of Jesus Christ of Latter Day Saints in the United States.
56. EMMISON, F. G. "Repatriation" of "foreign" estate and family archives. *Archives*, v. 2, no. 16:467-476 (Michaelmas 1956).
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58. GOLD COAST (COLONY) NATIONAL ARCHIVES. Sixth annual report, 1955. Accra, Gold Coast [n. d.]. 16 p.
59. GOLDINGER, WALTER. Zur Geschichte der Pflege des behördlichen Archivgutes in Österreich. Germany (Democratic Republic, 1949-) Staatliche Archivverwaltung, *Archivar und Historiker*. Berlin [1956]. p. 208-219. History of the preservation of the government archives in Austria.
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61. GREAT BRITAIN. PARLIAMENT. HOUSE OF LORDS. RECORD OFFICE. Report for 1956. [London, 1957]. 10 l. (*Record Office Memorandum* no. 15). Includes mention of the loan to the Jamestown Festival of the original Draft Declaration of Rights, 1689.
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63. HAUPTMANN, FERDINAND. Die Neuordnung des jugoslawischen Archivwesens; eine Übersicht. *Der Archivar*, 8:col. 363-372 (Dec. 1955). The recent organization of the archival establishment in Yugoslavia.
64. HÖHNEL, KARL. Die organisatorische Entwicklung des Archivwesens im Gebiet der Deutschen Demokratischen Republik in den Jahren 1945-1955. *Archivmitteilungen*, 6:69-71 (1956).
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66. HORTON, A. A further note on the problem of local records. *Historical studies*;

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 69. JENNY, RUDOLF. Das Staatsarchiv Graubünden in landesgeschichtlicher Schau. Chur [Switzerland], Bischofberger, 1957. 551 p.
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 71. KRAUS, WILHELM. 10 Jahre Österreichisches Staatsarchiv, 1945-1955. *Mitteilungen des Österreichischen Staatsarchivs*, 8:238-304 (1955).
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 82. NISSEN, WALTER. Zur Geschichte der Reichsarchividee im 19. Jahrhundert. Germany (Democratic Republic, 1949-) Staatliche Archivverwaltung. *Archivar und Historiker*. Berlin [1956]. p. 162-175.
 83. NOTIZIE degli Archivi Toscani. *Archivio storico italiano*, 94:320-682 (1956). A comprehensive compilation of information about the archival depositories in Tuscany, arranged alphabetically by place, with each depository numbered. Numbers 161 to 234 describe depositories in Florence.
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93. RAMM-HELMING, HERTA V. Die Anwendung der sowjetischen Archivgesetzgebung in Polen und in der Tschechoslowakei und die tschechische Archivreorganisation des Jahres 1954. *Der Archivar*, 10: col. 17-34 (Jan. 1957). Includes the text of the Czechoslovakian law and state regulations.
94. REGELE, OSKAR. Das erste Jahrzehnt des Österreichischen Staatsarchivs, 1945-1955. *Mitteilungen des Österreichischen Staatsarchivs*, 8: 236-237 (1955).
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99. SASKATCHEWAN. ARCHIVES BOARD. Seventh report, June 1, 1954 to May 31, 1956. Regina, 1956. 40 p.
100. SCOTLAND. RECORD OFFICE. Annual report of the Keeper of the Records for the calendar year 1956. [n. p.] 1957. 12 p.
101. SELEZNEV, M. S. Der Aufbau des Archivwesens in der Chinesischen Volksrepublik. Aus der Zeitschrift "Istoričeskij Archiv," Moskau, 1955, Heft 6, übersetzt von Ingo Röslér. *Archivmitteilungen*, 6. Jg., Heft 2 (1956), *Beilage*, p. 1-8.
102. SOUTH AUSTRALIA. LIBRARIES BOARD. Annual report, 1st July, 1955 to 30th June, 1956. Adelaide, Government Printer, 1956. 12 p. The report of the Archives Department appears on p. 7.
103. SPARROW, T. E. The development of an archival programme within the Commonwealth Bank. Business Archives Council of Australia, *Bulletin*, Nov. 1956, p. 8-15.
104. STOCKHOLM. STADSARKIVET. The city archive of Stockholm. [Stockholm, 195?]. 21 l.

105. SWEDEN. LAWS, STATUTES, ETC. Décrets et règlements concernant les archives publiques de Suède. [Stockholm, Riksarkivet] 1957. [var. pag.]. Compilation of pertinent laws and regulations of Sweden translated into French.
106. SWEDEN. RIKSARKIVET. Meddelanden för år 1955. Stockholm, 1957. 91 p.
107. WHITE, H. L. Preserving a country's history. *New Zealand libraries*, 20:1-5 (Jan./Feb. 1957).
108. ZANZIBAR. GOVERNMENT ARCHIVES AND MUSEUM. Annual report [1st] for the year 1956. Zanzibar, Govt. Printer, 1957. 25 p. The Zanzibar Archives was approved in 1955 and combined with the Peace Memorial Museum under an archivist/curator, appointed in 1956, who is working not only on archival preservation techniques but on disposal programs for current departmental records.
109. ZIONIST ORGANIZATION. CENTRAL ZIONIST ARCHIVES. Report for period 1951-1955 submitted to the 24th Zionist Congress. Jerusalem, 1956. 23, 17 p. Hebrew and English texts.
110. ZUMKELLER, A. Das historische Archiv der deutschen Augustinerprovinz. *Augustiniana*, v. 6, no. 1-3: 537-602 (1956).
111. ZÜRICH (CANTON) STAATSARCHIV. Jahresbericht, 1956. [Zurich, n. d.]. 4 p.
See also: 5, 8, 11, 14, 18, 19, 21, 27, 40, 133, 141, 188, 191, 194, 196, 202, 203, 204, 205, 206.

III. D. International Organizations

112. CONSEIL INTERNATIONAL DES ARCHIVES. Lettre circulaire. no. 2, 1957. Paris, 1957. Brief newsletter for the interval between Congresses. Also issued in English translation.
113. DAHM, HELMUT. Der III. Internationale Archivkongress in Florenz. *Der Archivar*, 9:col. 361-382 (Nov. 1956).
114. INTERNATIONAL CONGRESS ON ARCHIVES. 3d, Florence, 1956. [List of members] Troisième Congrès international d'Archives. Firenze, 1956. 41 p.
115. LÖTZKE, H[ELMUT]. Die Stellung der Archive und der Archivare im Staate; Bericht über die 3. Konferenz der "Table ronde des Archives." *Archivmitteilungen*, 7: 97-105 (1957).
116. MEERBEECK, LUCIENNE VAN. Le Troisième Congrès international des Archives à Florence du 23 au 29 septembre 1956. *Archives, bibliothèques et musées de Belgique*, 27: 159-170 (1956).
117. RASSEGNA DEGLI ARCHIVI DI STATO. Anno 16, no. 3 (Sep./Dec. 1956). 376 p. An issue devoted to the Third International Congress on Archives, Florence, 1956, including papers presented. The major topics were: new buildings for archives, selection and disposition of archives, and "private archives."
118. SCHLECHTE, HORST. Dritter internationaler Archivkongress in Florenz. *Archivmitteilungen*, 6: 105-110 (1956).

IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

119. ANDERSSON, INGVAR. Archivneubauten; Zusammenfassung des Berichts. *Der Archivar*, 9:col. 366-370 (Nov. 1956). Condensation of a report submitted to the Third International Congress on Archives, Florence, 1956. Followed by discussion, col. 370-372.
120. ARQUITECTURA y funcionalidad de un edificio de Archivos, [by] "S. B." Spain, Dirección General de Archivos y Bibliotecas, *Boletín*, no. 37: 5-7 (Apr./May 1956).
121. GRINGMUTH-DALLMER, HANNS. Die Bauten der staatlichen Archive in der Deutschen Demokratischen Republik. *Archivmitteilungen*, 7: 77-79 (1957).

122. LÖTZKE, HELMUT and GERHART ENDERS. Der Neubau des deutschen Zentralarchivs in Potsdam. *Archivmitteilungen*, 6:41-44 (1956). Includes a picture of the building.
123. LOOZ-CORSWAREM, OTTO GRAF VON. Der Neubau des Staatsarchivs zu Koblenz. *Der Archivar*, 9: col. 197-202 (Aug. 1956).
124. PASSERI, VINCENZO. Gli edifici per gli Archivi. *Archivio storico italiano*, 94:290-303 (1956).
125. SURVEY of recent models of microfilm readers in Canada and the U. S. A.; and addresses of agents. Canadian Library Association, *News notes*, v. 1, no. 3: 5-11 [1954?].

See also: 117.

V. APPRAISAL, ACCESSIONING, AND DISPOSAL OF RECORDS AND HISTORICAL MANUSCRIPTS

126. CANALE, FRANCESCO. Archivio comunale. Norme varie: per la tenuta del protocollo e dell'archivio, per lo scarto degli atti inutili e superflui, per il rilascio di copie di atti e documenti conservati nell'archivio comunale. Firenze, R. Nocchioli, 1952. 77 p. "Appendice: Norme amministrative e disposizioni legislative," p. [65]-77.
127. COLLINGRIDGE, J. H. The selection of archives for permanent preservation; report. Florence [Third International Congress on Archives], 1956. 29 p.
128. GIORDANO, VIRGILIO. La selezione degli atti di archivio (Intervento al Terzo Congresso Internazionale degli Archivi in Firenze 25-29 settembre 1956). Palermo, Tip. Sigilia, 1956. 17 p. Translation: Selection of file records, p. 11-17.
129. MATHYS, H. R. The record requirements of industry. *Aslib proceedings*, 9:155-163 (June 1957). Paper read at the Conference on Business Records, London, Mar. 27, 1957. The author is director, Courtaulds, Ltd.

See also: 27, 57, 117.

VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

130. BAKER, H. WRIGHT. Notes on the opening of the "Bronze" scrolls from Qumran. John Rylands Library, *Bulletin*, 39:45-56 (Sep. 1956). The author, professor of mechanical engineering, describes the physical condition, the opening, and preparation for transcription, of these Dead Sea scrolls.
131. BENETTI, ELENA. Ravvivamento d'inchiostro e rivelazione fotografica di scrittura sbiadita. *Bollettino dell'Istituto di Patologia del Libro*, 13:145-148 (July-Dec. 1954). Bringing out faded writing by photography.
132. BENETTI, ELENA and LUDOVICO SANTUCCI. Nuovo metodi di rivelazione degli inchiostri a base di ferro nei documenti carbonizzati. *Bollettino dell'Istituto di Patologia del Libro*, 14:45-48 (July-Dec., 1955). New methods for bringing out inks with an iron base in charred documents.
133. DARLINGTON, IDA. The lamination of paper documents. An interim report on methods available in the United Kingdom. Society of Archivists, *Journal*, 1:108-110 (Oct. 1956).
134. EGGERT, J. Über die Haltbarkeit von Dokumenten und deren Reproduktion, insbesondere auf Film. *Nachrichten für Dokumentation*, 7:149-150 (Sep. 1956). Also in *Nachrichten Vereinigung Schweizerische Bibliothekare*, 32:82-86 (May/June 1956). On the durability of papers and reproductions, particularly on film. Predicts that film, under optimal physical conditions, will last 50 years or more.

135. GALLO, MICHELANGELO. La lotta antitermitica. *Der Archivar*, 9: col. 187-196 (Aug. 1956).
136. GUNDEL, HANS GEORG. Papyruskonservierung in den Giessener Papyrus-Sammlungen. *Libri*, v. 6, no. 1: 49-64 (1955).
137. LANGWELL, WILLIAM H. The conservation of books and documents. With a foreword by G. Barraclough. London, I. Pitman [1957]. 114 p. Semitechnical book intended for the professional archivist, includes discussion of papermaking; causes of damage to paper, parchment, and vellum; inks; sewing materials; adhesives; and bookbinding materials and techniques.
138. PAPRITZ, JOH[ANNES], comp. Die Archivtechnische Woche der Archivschule Marburg vom 26. 2. bis 1. 3. 1957; Erfahrungen und Verhandlungsbericht. Marburg, Archivschule Marburg, 1957. 76, [6] l. Describes various preservation and rehabilitation processes. Includes illustrations and samples of paper and plastics.
139. RYPALLA, HORST. Aktenkonservierung in Einzelfällen. *Archivmitteilungen*, 7: 105-109 (1957). Includes illustrations.
140. TOTTLE, H. F. Strong-room climate. *Archives*, v. 2, no. 15: 387-397 (Lady Day 1956).

See also: 179.

VII. ARRANGEMENT AND DESCRIPTION OF RECORDS AND HISTORICAL MANUSCRIPTS, INCLUDING PUBLISHED FINDING AIDS

A. General Discussion

141. ARRANGEMENT and description of private papers; suggestions for field workers listing private papers in Australia with a view to the compilation of a central register. *Archives and manuscripts*; the journal of the Archives Section of the Library Association of Australia, Aug. 1957, p. 28-34. Compiled by a subcommittee of the Archives Section.
142. RIVA, CÉSAR DE LA. Normas para la catalogacion de manuscritos. *Revista de archivos, bibliotecas y museos*, 62: 395-404 (May/Aug. 1956).
143. SCHELLENBERG, THEODORE R. Arrangement of private papers. *Archives and manuscripts*; the journal of the Archives Section of the Library Association of Australia, Aug. 1957, p. 1-20. This article is a chapter of the Spanish edition of the author's *Modern archives; principles and techniques*.
144. SHARP, HENRY A. Cataloguing: some new approaches; manuscripts. *Library world*, 58: 112-114 (Jan. 1957).
145. VATICAN. BIBLIOTECA VATICANA. Norme per l'indice alfabetico dei manoscritti. Città del Vaticano, Biblioteca apostolica vaticana, 1938. 206 p.

See also: 4, 7, 195.

VII. C. State and Local

146. TEXAS. UNIVERSITY. LIBRARY. Independent Mexico in documents; Independence, Empire and Republic. A calendar of the Juan E. Hernández y Dávalos manuscript collection, the University of Texas Library. Prepared by Carlos Eduardo Castañeda and Jack Autrey Dabbs. México, Editorial Jus, 1954. 604 p.

VII. D. Foreign Countries

147. ACADIA UNIVERSITY. LIBRARY. UNITED BAPTIST CONVENTION OF THE MARITIME PROVINCE OF CANADA COMMITTEE. A catalogue of the maritime Baptist historical collection in the library of Acadia University. Kentville, N. S., 1955. 41, [3] p.
148. BÁNKOWSKI, PIOTR. Sumariusz staropolski. *Archeion*, 25: 236-256 (1956). The

- origin and history of the "sumariusz," a form of finding aid widely used in Polish state, municipal, and private archives in earlier centuries.
149. BAUDRY, R. P. RENÉ. Aux sources de l'Acadie et des Provinces Maritimes. Canadian Historical Association, *Report of the annual meeting, 1955*. [Ottawa]. p. 62-68. Notes a variety of archival and manuscript depositories holding source material for Acadian history.
150. BEDFORDSHIRE, Eng. COUNTY RECORDS COMMITTEE. Guide to the Bedfordshire Record Office. Bedford, Bedfordshire County Council, 1957. 161 p. This office was founded in 1913, the first of its kind, and has assembled probably as complete a collection as exists for any English county. The guide includes a complete catalog of over 400 maps.
151. BELGIUM. ARCHIVES GÉNÉRALES DU ROYAUME. Les Archives Générales du Royaume à Bruxelles; aperçu des fonds et des inventaires par M. van Haegendoren, conservateur. Avec préface par C. Tihon. Bruxelles, 1955. 440 p.
152. BELGIUM. ARCHIVES GÉNÉRALES DU ROYAUME. Inventaire des archives des États Belgiques Unis, par F. G. C. Beterams. Bruxelles, 1957. 31 p.
153. BLUHM, R. K. A guide to the archives of the Royal Society and to other manuscripts in its possession. Royal Society of London, *Notes and records*, v. 12, no. 1: 21-39 (Aug. 1956).
154. BRÜNN (REGION) STÁTNÍ ARCHIV. Průvodce. A. Kocman [et al. Vyd. 1.] Brno, Krajské nakl., 1954. 590 p. Summaries in Russian, German, and English.
155. CANADA. PUBLIC ARCHIVES. Preliminary inventory. Manuscript group 23, Late eighteenth century papers. [Ottawa] 1957. 51 p.
156. CANADA. PUBLIC ARCHIVES. Preliminary inventory. Record group 7, Governor General's Office. [Ottawa] 1953. 20 p.
157. CANADA. PUBLIC ARCHIVES. Preliminary inventory, Record group 8, British military and naval records. [Ottawa] 1954 [i. e. 1955]. 28 p.
158. CANADA. PUBLIC ARCHIVES. Preliminary inventory. Record group 9, Department of Militia and Defence, 1776-1922. [Ottawa, 1957]. 36 p.
159. CANADA. PUBLIC ARCHIVES. Preliminary inventory. Record groups, no. 14: Records of Parliament, 1775-1915; no. 15: Department of the Interior; no. 16: Department of National Revenue. [Ottawa] 1957. 30 p.
160. CORNWALL, JULIAN C. K. The archives of the treasurers of Buckinghamshire before 1889. Society of Archivists, *Journal*, 1: 70-74 (Apr. 1956).
161. CUBA. ARCHIVO NACIONAL. Inventario general del archivo de la delegación del Partido Revolucionario Cubano en Nueva York (1892-1898). La Habana, 1955. 2 vols. (*Publicaciones*, 42, 44).
162. ERSKINE, AUDREY M. Ecclesiastical courts and their records in the province of Canterbury. *Archives*, v. 3, no. 17: 8-17 (Lady Day 1957).
163. FRANCE. ARCHIVES NATIONALES. Le fonds du Conseil d'État du roi aux Archives nationales. Guide des recherches par Michel Antoine, archiviste. Avant-propos de Charles Braibant. Paris, Impr. nationale, 1955. 96 p.
164. FRANCE. BIBLIOTHÈQUE NATIONALE. DÉPARTEMENT DES MANUSCRITS. Les manuscrits à peintures en France du VII^e au XIII^e siècle. 2. éd., rev. et corr. Paris, 1954. 138 p.
165. FRANCE. BIBLIOTHÈQUE NATIONALE. DÉPARTEMENT DES MANUSCRITS. Les manuscrits à peintures en France du XIII^e au XVI^e siècle. Préface d'André Malraux. Paris, 1955. 190 p.
166. FRANCE. DIRECTION DES ARCHIVES. État des inventaires des Archives nationales, départementales, communales et hospitalières. Supplément (1937-1954). Paris, Impr. nationale, 1955. 344 p. Includes also certain research tools not previously mentioned in the "État" and an "Addendum: Inventaires publiés entre le 1^{er} janvier 1954 et le 31 juillet 1955."
167. FRANCE. DIRECTION DES ARCHIVES. Les sources de l'histoire de l'art aux Archives nationales, par Mireille Rambaud . . . avec une étude sur les sources de

- l'histoire de l'art aux Archives de la Seine, par Georges Bailhache et Michel Fleury. Avant-propos de Charles Braibant. Paris, Impr. nationale, 1955. 173 p.
168. FUCHS, JOSEPH and EUGÈNE RAEUBER. Inventaire des archives de la ville de Strasbourg antérieures à 1790. Série I—V. Strasbourg, Mairie de Strasbourg [1949]-1954. 5 vols.
169. GANDILHON, RENÉ. Les ressources des archives du cadastre; un exemple. *Annales; économies, sociétés, civilisations*, v. 11, no. 2: 213-215 (Apr.-Je. 1956).
170. GERMANY (DEMOCRATIC REPUBLIC, 1949-). DEUTSCHE ZENTRALARCHIV. Übersicht über die Bestände des Deutschen Zentralarchivs Potsdam. Berlin, Rütten & Loening, 1957. 232 p. (*Schriftenreihe des Deutschen Zentralarchivs*; in Verbindung mit der Staatlichen Archivverwaltung. Nr. 1). Redaktion: Dr. Helmut Lötzke, Dr. Hans-Stephan Brather. A guide to Division I of holdings of the Zentralarchiv, established in 1946, which has taken over the remaining holdings of the former Reichsarchiv in Potsdam, most of the Prussian state archives, and the Hohenzollern archives and also has received certain German archives returned by the Soviet Union from wartime protective custody.
171. IRELAND. PUBLIC RECORD OFFICE. Calendar of the justiciary rolls or proceedings in the court of the justiciar of Ireland, I to VII years of Edward II. Prep. by Herbert Wood and Albert E. Langman and rev. by Margaret C. Griffith. Dublin, Stationery Office [1956?]. 406 p. The original rolls were destroyed by fire in 1922.
172. JARVIS, RUPERT C. The records of the deserted village. *Society of Archivists, Journal*, 1: 100-103 (Oct. 1956). Reviews the various classes of records useful in searching for deserted villages. Based on chapter 9 of M. Beresford, *Lost villages of England*.
173. LAURENT, ROBERT. Une source: les archives d'octroi. *Annales; économies, sociétés, civilisations*, v. 11, no. 2: 197-204 (Apr.-Je. 1956).
174. NEW ZEALAND. NATIONAL ARCHIVES. Preliminary inventory no. 6. Archives of the provinces of Wellington and Hawke's Bay. Wellington, 1955. 15 p.
175. PURVIS, J. S. The ecclesiastical courts of York. *Archives*, v. 3, no. 17: 18-27 (Lady Day 1957).
176. [RHODESIA AND NYASALAND]. CENTRAL AFRICAN ARCHIVES. A guide to the public records of Southern Rhodesia under the regime of the British South Africa Company, 1890-1923. [Salisbury] 1956. 282 p.
177. TASMANIA. STATE ARCHIVES. Guide to the public records of Tasmania. Section one. Colonial Secretary's Office record group. Hobart, 1957. 43 p.
178. TAYLOR, DAVID M. The oldest manuscripts in New Zealand. Wellington, New Zealand Council for Educational Research, 1955. 218 p. Describes early manuscripts, predating 1500. Appendixes include note on watermarks.
- See also:* 80, 141, 142, 145, 146, 199.

VIII. APPLICATION OF PHOTOGRAPHIC PROCESSES TO WORK WITH RECORDS AND HISTORICAL MANUSCRIPTS

179. EICHLER, W. Die Haltbarkeit von Photofilmen und Photopapieren. *Der Archivar*, 10: col. 93-102 (Apr. 1957).
180. OLIPHANT, W. D. Xerography. *Research*, 9: 436-442 (Nov. 1956).
181. ROSENBLUM, LOUIS. Modern photocomposition and the photon machine. *UNESCO bulletin for libraries*, 10: 201-206 (Aug.-Sep. 1956).
182. SCHINDLER, C. Copying methods for libraries. *Australian library journal*, 5: 45-49 (Apr. 1956).
183. SCHMIEDEL, ULRICH. Schnellverfahren zur Rückvergrößerung von Mikrofilmen. *Nachrichten für Dokumentation*, 7: 34-35 (Mar. 1956). Report on the Lumostat process of instantaneous reproduction of a microfilm on paper of any size.
184. WILL, THEO. Sicherheitsfaktoren bei Mikrofilmaufnahmen von aufbewahrungs-

pflichtigem Schriftgut. *Nachrichten für Dokumentation*, 8:46-48 (Mar. 1957). Urges "mutation" procedure in microfilming archival materials as a safety measure.

See also: 30, 37, 38, 39, 131, 134, 185, 193.

IX. SERVICE, USE, AND PUBLICATION OF RECORDS AND HISTORICAL MANUSCRIPTS

185. BAUHUIS, WALTER. Zur Neuordnung des Fotokopierrechts. *Zeitschrift für Bibliothekswesen und Bibliographie*, v. 3, no. 1: 36-39 (1956). The librarian's use of photoreproduction facilities falls within the court interpretation of "fair use" and does not constitute "pursuit of gain."
186. BIRCH, ALAN. Writing a company history. Business Archives Council of Australia, *Bulletin*, Nov. 1956, p. 16-21.
187. BJÖRKBOM, CARL. Fotokopiering och författarrätt med anledning av det nya lagförslaget. *Tidskrift för dokumentation*, v. 12, no. 4: 51-53 (1956). Photocopying and author's rights. Includes a summary in English.
188. CROWLEY, F. K. Western Australian business records. Business Archives Council of Australia, *Bulletin*, Nov. 1956, p. 22-30.
189. DONKER DUYVIS, FRITS. Urheberrecht und photoduplikate. Federation Internationale de Documentation, *Révue de la documentation*, 23:4-8 (Mar. 1956). Discusses recent decision of the supreme court of justice of the German Federal Republic concerning photocopying publications in periodicals. A summary in English appears on p. 8.
190. JENKINSON, SIR HILARY. Jewish history and archives. London, Jewish Historical Society of England, 1954. 12 p.
191. LÖTZKE, HELMUT. Zur Erschliessung von Archivbeständen. Germany (Democratic Republic, 1949-) Staatliche Archivverwaltung, *Archivar und Historiker*. Berlin [1956]. p. 220-236. Access to archival holdings.
192. STEER, FRANCIS W. The historian and local record repositories. *Archives*, v. 2, no. 15: 382-386 (Lady Day 1956).
193. UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION. Proposals to facilitate the provision of microcopies of materials in libraries and archives. Federation Internationale de Documentation, *Révue de la documentation*, 24:41-42 (Feb. 1957).

See also: 55, 129, 170, 182.

X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

194. BRITISH INSTITUTE OF RECORDED SOUND. Bulletin. No. 1. Summer 1956. London, 1956. 29 p. "Bulletin to be circulated to Friends of the Institute from time to time."
195. COLLISON, R. L. The treatment of special material in libraries; with a foreword by R. S. Schultze. Rev. and enl. ed. London, ASLIB, 1956. 104 p. (*Aslib manuals*, v. 2). Includes advice on how to deal with business archives, microfilm, maps, sound recordings, films, etc.
196. EATON, JAMES J. The British Institute of Recorded Sound. *Aslib proceedings*, 9:80-82 (Mar. 1957).
197. JONES, C. L. The care of drawings. *O & M bulletin*, v. 12, no. 1:44-48 (Feb. 1957). An investigation into the system for recording, filing, and preserving drawings in the Civil Engineer-in-Chief's Department of the Admiralty.
198. NILSSON, BENGT. Ett filmat arkiv. *Tidskrift för dokumentation*, v. 13, no. 1:1-4 (1957).

199. STEER, FRANCIS W. The recording of medieval (and some later) seals. Society of Archivists, *Journal*, 1: 66-69 (Apr. 1956).

See also: 55, 150.

XI. THE RECRUITMENT AND TRAINING OF ARCHIVISTS, CUSTODIANS OF MANUSCRIPTS, AND RECORD OFFICERS

200. ARCHIVSCHULE Marburg. Papritz, [Johannes], *Das Staatsarchiv Marburg/Lahn*, 1956. [n. p., n. d.]. p. 15-16.
201. BRACHMANN, BOTHO. Bericht über den 3. Lehrgang zur Ausbildung "Staatlich geprüfter Archivare" am Deutschen Zentralarchiv in Potsdam. *Archivmitteilungen*, 6: 17-19 (1956).
202. [FRANCE]. DIRECTION DES ARCHIVES. Circulaire: Stage technique international d'archives, année 1958; [par] Charles Braibant. [Paris, 1957]. 3 p.
203. [FRANCE. DIRECTION DES ARCHIVES]. Stage technique international d'archives, réservé aux archivistes et étudiants étrangers et aux élèves de l'École des Chartes. Paris [1957]. [11] p. This description of the course of study offered at the Archives nationales in 1957 shows some modifications planned especially for the foreign student.
204. INAUGURACIÓN del quinto curso para la formación técnica de archiveros, bibliotecarios y arqueólogos. Spain, Dirección General de Archivos y Bibliotecas, *Boletín*, no. 39: 22-25 (Sep./Oct. 1956). Lists the classes and also summarizes the work of the previous course, 1955/56.
205. LÖTZKE, HELMUT. Bericht über den 3. Lehrgang zur Ausbildung wissenschaftlicher Archivare am Institut für Archivwissenschaft in Potsdam. *Archivmitteilungen*, 6: 16-17 (1956). Lists courses and lecturers.
206. MIKOLETZKY, HANNS L. Archivschulen. *Der Archivar*, 9: col. 311-318 (Nov. 1956).

See also: 96, 138.

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Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

Annuaire internationale des archives; International Directory on Archives. (*Archivum; Révue internationale des archives*, vol. 5, 1955; Paris, Presses Universitaires de France, 108 blvd. Saint-Germain, 1956. 253 p. 1,000 fr.)

This international directory serves a very useful purpose in bringing between two covers a good deal of information useful to archivists and other scholars. The entries for each archival institution were derived from answers to a questionnaire submitted by the compiler, Robert-Henri Bautier, secretary of the editorial commission of *Archivum*. It was impossible, of course, to include much more than the barest facts as to staff, hours, types of available reference service, photocopying facilities, restrictions on use, and the volume and dates of records. Unfortunately, several State archival agencies in the United States have been omitted, but this may not have been the fault of the compiler.

A most vexing problem in the compilation and use of an international directory, that of language, has been met by using the five languages of the International Council on Archives — English, French, German, Italian, and Spanish. This has resulted in having entries for Brazil and the Soviet Union, for instance, in French and for Iceland and Norway in English. Because of this the multilingual table of contents is a bit difficult to use, with an alphabetical arrangement running “Confédération Helvétique . . . Deutsches Demokratisches Republik . . . Honduras . . . Pays-Bas . . . Saint Siège . . . Sweden . . . and Tchecoslovaquie.”

The directory could have been improved editorially and physically by heading each page with the name of the nation involved, by using smooth-cut rather than deckle-edged pages, and by adopting a four-letter rather than a three-letter abbreviation for the word “assistant.”

These minor defects, however, do not seriously impair the very substantial value of a publication that contains basic facts about 1,700 archival institutions in 50 nations on both sides of the “iron curtain.”

JAMES BERTON RHODES

National Archives

Calendar of the Judiciary Rolls or Proceedings in the Court of the Justiciar of Ireland, I to VII Years of Edward II, prepared by Herbert Wood and Albert E. Langman, rev. by Margaret C. Griffith. (Dublin, Public Record Office, printed by the Stationery Office, [1956]. vii, 406 p. £3 3s.)

The calendaring of the Justiciary Rolls of Ireland was started some 60 years ago. When the original rolls were destroyed in the 1922 fire at the Public Record Office only two volumes, for the years 1295-1307, had been published.

Calendars covering the next 11 years had been prepared but not revised or fully edited. Since the original rolls were no longer in existence, the calendars became all the more important; and publication of those for the next seven years (1308-14) seemed desirable, even though the entries were not in final form.

This volume is an excellent example of calendaring as practiced in Great Britain and Ireland for many years. It meets adequately the basic requirements for a calendar set forth by Sir Hilary Jenkinson and others. Specifically, it provides a précis sufficiently detailed to serve as a satisfactory substitute for the originals. The language of the original rolls of the court (in translation) is preserved; so also are all the basic data on the holding of each session of the court. A chronological listing of each court session, giving the name of the Justiciar, the place of meeting, and the nature of the session — and a detailed 80-page index of individuals, places, and subjects greatly increase the value of the volume.

Although this calendar is invaluable, especially because of the loss of the original documents, calendaring can hardly be recommended as a general practice for present-day archivists. Archival holdings today are too voluminous and publication costs too high for most institutions to afford the luxury of such detail. But anyone who wants to calendar a small and highly significant collection of documents can well use this volume as a model.

HOMER L. CALKIN

Arlington, Virginia

Guide to the Bedfordshire Record Office. (Bedford, Bedfordshire County Council, 1957. 161 p., illus. 12s. 6d.)

An hour and 20 minutes from St. Pancras Station, London, lies the capital city of Bedfordshire. There, in Bedford jail, languished John Bunyan, whose name appears on 10 of the jail calendars between 1662 and 1672. Grants of land by William Penn, 1681-1708, and a map of Maryland, 1742, are other noteworthy examples of interesting documents mentioned in this *Guide*.

Patterned after the Essex Record Office *Guide* of 1947, the Bedfordshire *Guide* comprehensively surveys the records, public and private, that have been deposited in the County Record Office over a period of 44 years. The aim of this publication has been to incorporate in a single volume all the essential information previously published in handlists and map catalogs and to bring it up to date. An enumeration of the official archives occupies the first 17 pages. Included are registers of patients at the county asylum, 1812-46 (10 vols.); receipts by inspectors of scales and weights, 1825-69; and Bedford Union Workhouse registers of births, deaths, and apprentices, 1838-1930 (30 vols.). Records of parishes take up most of the ecclesiastical record section (p. 19-61). Less space is devoted to records of the diocese, archdeaconry, and "peculiar" courts and to records of probate. The last have been indexed by personal name, parish, and occupation. The unofficial archives (p. 61-107) consist of estate and family collections, solicitors' collections, and miscellaneous papers. Among the Burgoyne family papers is listed a letter book, 1783-84, of the East India

Company. County maps, *in print*, and sets from the Ordnance Survey are deliberately unlisted.

Careful annotations and detailed subject and name indexes make this *Guide* an especially useful reference work.

LIONEL VAN KERSEN

Los Angeles Public Library

Westdeutschland 1945-1950. Der Aufbau von Verfassungs und Verwaltungseinrichtungen über den Ländern der drei westlichen Besatzungszonen. Teil I, by Walter Vogel. (*Schriften des Bundesarchivs*, 2, Koblenz, 1956. 213 p. 12 DM.)

Übersicht über die Bestände des Deutschen Zentralarchivs Potsdam, ed. by Helmut Lötze and Hans-Stephen Brather. (*Schriftenreihe des Deutschen Zentralarchivs*, Nr. 1. Berlin, Rütten & Loening, 1957. 232 p. 17.50 DM.)

Das Preussische Staatsarchiv in Königsberg. Ein geschichtlicher Rückblick mit einer Übersicht über seine Bestände, by Kurt Forstreuter. (*Veröffentlichungen der Niedersächsischen Archivverwaltung*, Heft 3. Göttingen, Vandenhoeck & Ruprecht, 1955. 114 p. 19.80 DM.)

The partitioning of Germany has resulted in the establishment of central archives in the German Federal Republic and in the German Democratic Republic (DDR) — the Bundesarchiv at Koblenz and the Deutsches Zentralarchiv at Potsdam respectively. (In this connection it is noteworthy that the German Democratic Republic stresses in the nomenclature for its cultural institutions, such as Deutsches Zentralarchiv, Deutsche Staatsbibliothek, and Deutsche Akademie der Wissenschaften, its claim of being the only legal successor of the former Deutsches Reich.) Both central archives have begun to publish sets of monographs. The importance for German administrative history of Vogel's survey, which is a veritable manual of West German high-level government agencies before the establishment of the West German state, and of the *Übersicht*, a guide to the holdings of the Potsdam Central Archives, cannot be overemphasized.

In Vogel's work there can now be studied in detail for the first time the processes by which, after the collapse of Hitler's Reich, the high-level vacuum in the fields of legislation, administration, and justice was slowly overcome in the American, British, and French zones of occupation by the establishment of the new bizonal and trizonal German organizations. Their competence, going beyond the simple Länder, paved the way for setting-up the German Federal Republic. A condensed but nonetheless clear and immensely instructive historical survey of this development is followed by a systematic listing of the zonal and bizonal institutions; 19 such supreme advisory bodies for legislation, administration, and justice are discussed. In the list of the various branches of administration Vogel describes not less than 88 official organizations in the field of food, agriculture, and forestry, indicating for each its predecessor, establishment, seat, directing personnel, tasks, organization, competence, abolition, successor, and — most important — the disposition of its files and pertinent litera-

ture. The director and staff of the Bundesarchiv are to be congratulated for having tackled and successfully completed this self-imposed assignment in the field of most recent history, and one wishes that the Administration of Archives in the DDR would follow the example and provide a counterpart for the Soviet Zone.

The Deutsches Zentralarchiv administers the former central archives of the Reich and Prussia and is currently receiving the retired files of the central agencies of the Soviet Zone of Occupation and of the DDR. It consists of four sections (Abteilungen): Abt. 1 at Potsdam comprises materials within the purview of the former Reichsarchiv; Abt. 2 at Merseburg consists of the former Preussisches Geheimes Staatsarchiv and the Brandenburg-preussisches Hausarchiv; Abt. 3 and 4 at Potsdam contain respectively materials from regions beyond the DDR and files of the central organs of the Soviet Zone and of the DDR. Of the Potsdam *Übersicht* it must be said that it is a most pleasant surprise and in many cases truly a revelation to find how much archival material of first importance for both German and international history has survived World War II and its chaotic aftermath. Since the restitution of a large amount of captured German material by the Soviet Government, not less than 95 percent of the evacuated Reichsarchiv holdings have again been brought together, and numerous additions have been made in recent years.

The introduction to the *Übersicht* sketches briefly the history of administration, in the German Reich, of the Reichsarchiv and of the Deutsches Zentralarchiv. The broad divisions of the guide are: Reichsbehörden; Organizations, Institutions, and Enterprises; Papers Left by Individuals (supplementing Mommsen's list of 1955); and Collections (autographs, genealogical collections, maps, etc.). The skillful Potsdam *Übersicht* is a product of devotion to scholarly service by a "Kollektiv" of contributors; no historian who intends to work on any aspect of the German Empire, the Weimar Republic, or the Hitler period can afford to neglect it. For the post-Hitler era the Bundesarchiv publication is equally indispensable; its completeness and the detailed listing of agencies other than those for food, agriculture, and forestry will put scholarly research in postwar West German administration on a firm basis.

The third publication reviewed here, the history of the Königsberg State Archives by Kurt Forstreuter, its last director, is the history of documentation relating to lost German territories in the East. The Königsberg Archives at present form the kernel of the so-called Göttingen "Staatliche Archivlager." At Göttingen less than a third of the former Königsberg archives are preserved, but this third includes the almost unscathed and most valuable part of the holdings, the Archives of the Teutonic Order. Although the Königsberg archives have now lost their character as a working unit of the East Prussian administration, their significance as a center of historical research remains and is steadily increasing. Not only has the author of the study engagingly presented a detailed history of the Königsberg Archives within the framework of the Administration of Archives of the Prussian State and told its fate and odyssey during and after the war; he has also reached certain conclusions that deserve to be pondered by archival scientists. He writes (p. 95):

On the soil of East Prussia a complete break with history has taken place. The administration established there by the Soviet Union and Poland is not a continuation of the German administration whose files came into the Königsberg State Archives. This fact alone should be sufficient to demonstrate that the Soviet and Polish administrative agencies have no justifiable claim to files of the Königsberg Archives. The principle of provenance that binds archives to the land where they originated needs, on the basis of the experiences of the last war, to be supplemented. An essential part of a region is its population. Its radical (*fast völlige*) expulsion, as effected during and after the last war, abolishes the historical unity of region and population, and the country becomes merely a geographical term. Only a historical region has a claim to the remainders of its past existence. The complete separation of the [former] inhabitants from the land has created a new situation, which must be taken into consideration by the archivist.

FRITZ T. EPSTEIN

Library of Congress

I bilanci degli Archivi di Stato negli ultimi cento anni, by Elio Lodolini. (Rome, Istituto Poligrafico dello Stato, 1955. 133 p.)

Archivio di Stato di Roma. *L'archivio della S. Congregazione del Buon Governo (1592-1847)*, inventario, comp. under the direction of Elio Lodolini. (Rome, Ministero dell' Interno, 1956. clxxvi, 471 p.)

Followers of Italian archival developments need no introduction to Elio Lodolini, a steady contributor to *Archivi*. From volumes 20-22 of that journal his several studies of the archives and archival publications of Latin America were extracted for issuance under a comprehensive title in 1955. More recently his paper on Italian legislation concerning bank records, a chapter of *Archivi storici delle aziende di credito* (Rome, Associazione Bancaria Italiana, 1956), became separately available.

Because they are unrelated in subject or purpose, the two works with which this review is concerned further reveal the versatility of Sig. Lodolini as both a historian-apologist of archival economy and an administrator of archives. The first, "The Budgets of the State Archives in the Last Hundred Years," examines, as a particular aspect of public administration, the evolution of budgeting in and for the various Archivi di Stato established in the provincial capitals for the maintenance of State records. An introductory paper on the fiscal management of the State Archives in the Kingdom of Sardinia (1847-60) is followed by sections devoted to the period from *Unità* to *Porto Pia* (1861-70); to the period of the unification of the several Archivi di Stato and the stabilization of the archival budget (1871-80) and that of even greater stabilization (1881-1910); to the 30 years (1911-40) including World War I and the interval between the wars; and finally to the present period, dating from the enactment of the *Nuovo ordinamento degli Archivi del Regno*, the present basic law for the administration of the State Archives, in 1939.

Sig. Lodolini's task has been not only to discover the public expenditure on the State Archives since 1847, but to trace the relative appropriations for the principal costs, including those for salaries, office expenses, building rents and maintenance, and documentary repair (or preservation). The degree of his

success in fulfilling these objectives is evidence of painstaking research and scholarly insight, for only through "calculations in part purely inductive and therefore necessarily imprecise is one able to obtain a general picture of the real situation and to draw approximate contrasts and comparisons." American archivists confronting such an assignment with respect to the Federal archives would soon despair even of the possibility of approximating!

The admirable inventory of the archives of the Sacra Congregazione del Buon Governo, prepared in the State Archives of Rome under Sig. Lodolini's direction, serves for the purpose of this review to support the contention that continuing improvements in Italian archival administration will bring about a budgetary recognition of the ever growing technical and administrative importance of archives. The Holy Congregation of Good Government, if one may essay a literal translation, was created on Oct. 30, 1592, by Clement VIII with the deputation of three Cardinals to administer the provisions of the papal bull *Pro commissa* of Aug. 15, 1592. The *Pro commissa* (usually called *De bono regimine*) was to serve for 250 years as the fundamental charter for local administration in the Papal States; and under its terms the S. Congregazione was to have exclusive jurisdiction of all matters concerning the government of papal municipalities exclusive of Rome itself. In 1605 Paul V increased to six the number of Cardinals composing the Congregazione; and functions and powers were modified by Innocent XII (1693), Clement XI (1704), Innocent XIII (1722), Pius VII (1801), and Leo XII (1827). The powers of the Congregazione were reduced in 1831 to conform to the systematization of the communal economy, and all its remaining functions passed to the Secretary for Internal State Affairs in 1847.

The many migrations of the Buon Governo archives, which included the sojourn of the Secretary's files in Paris during the Napoleonic era, have resulted in the loss of much material. Most of the records now preserved in the Archivio di Stato at Rome were received from the Archivio Segreto Vaticano in 1918 and 1919 under the terms of an agreement between Eugenio Casanova, at that time Superintendent of the Archivio di Stato, and Cardinal Aidano Gasquet, Prefect of the Archivio Vaticano. Casanova's success in acquiring the records for the State was the culmination of nearly 50 years of discussion and negotiation; for, with the end of papal temporal power in 1870, the unavailability of the Buon Governo archives had been seen to constitute a serious lacuna in the Archivio di Stato. The work of identification and arrangement, accomplished over a period of many years, has been complicated by the fact that the original order of much of the material had been changed to an order based on the names of the localities to which particular affairs or decisions referred. Although recognizing this unfortunate violation of the principle of provenance, Sig. Lodolini (to whose direction the task of organizing certain unarranged portions and of preparing a relative inventory was assigned several years ago) has been constrained to allow the "series" already organized to remain intact. Alternatively, the "arrangement of the material would have had to be in great part reaccomplished, but that would not have been possible

because to do so would have served to destroy all archival citations relative to documents being consulted even at that moment." His solution is to present the body of the inventory in two main sections. The shorter (*fondo antico dell' Archivio di Stato di Roma*) describes materials not emanating from the Vatican Archives, which under ideal conditions of arrangement would be re-stored to, or intimately related to, series of which they were originally parts. The other, and principal, section (*fondo proveniente dall' Archivio Segreto Vaticano*) groups material by *serie* (not to be confused with the conventional understanding of the term "series") as follows:

1. General affairs, memoranda, and regulations, 1582-1870.
2. Miscellany in alphabetical order by locality, 1601-1855.
3. Repubblica Romana, Impero Napoleonico, Regno d'Italia, provisional administrations, 1798-1814.
4. Economic inspections and reports on municipalities, 1655-1830.
5. Letters, 1605-1847.
6. Land registers, 1678-1841.
- 7a. Particular administrations of Terracina, 1627-1848, and of the Bagni di Nocera, 1711-1850; municipal instruments, 1740-93; administration of municipal properties taken over by the Rev. Camera Apostolica, 1801-53.
- 7b. Property conditions, 1821-28.
- 7c. Property sale and liquidation of municipal debt, 1784-1847.
8. Judicial acts, 1611-1866.
9. Congregazione Fermana, 1740-61; Stato di Fermo, 1731-67.
10. Streets and waters, 1616-1857.
11. Accounts and miscellaneous taxes, 1588-1854.
12. Municipal budgets and fiscal accounts, 1600-1837.
13. Registers and day books, 1634-1849.
14. Collection of charts, maps, and drawings.

Entries within a *serie* describe envelopes, bundles, registers, account books, dossiers, and many other physical types of units (of which there are more than 13,000) by their identifying numbers and their contents. (In general, the documents are written in Latin or Italian; but many in *serie* 3 are in French. Documents in both French and German are described in *serie* 11.) Descriptions of units often amount to detailed lists. Moreover, the compilers have supplied most ingeniously such references from one entry to another as will compensate for the impracticability of achieving a physical restoration of the materials to their original order. The style and typographical devices employed in the printing of the inventory further enhance its excellent design and will facilitate its use.

If it can be agreed, as some have maintained, that Clement VIII's charter for the S. Congregazione constitutes the earliest and best instrument to give a solid basis for municipal government of the modern type, Sig. Lodolini's inventory will prove to be indispensable to the research needs of public administrators as well as to archivists and historians. When so considered, its relation to his study of the archival budget can be seen in a perspective other than that occasioned by the consideration of both titles in this review. Irrespective of this comparison, Sig. Lodolini's 176-page introduction to the *Buon Governo* in-

ventory may be considered the *ultima parola* in administrative history for archival purposes.

KEN MUNDEN

Federal Records Center, Region 3
General Services Administration

Inventaire des Archives du Prieuré & de la Seigneurie d'Aywaille, comp. by Etienne Helin. (Brussels, Archives de l'État à Liège, 1956. 50 p.)

The Aywaille Priory and "Seigneurie" were situated on the outskirts of the Grand-Duchy of Luxembourg near Belgium. The Domain was owned by the Jesuit Fathers from 1603 until the temporary suppression of that religious order in 1773. The Archives of Aywaille are those accumulated by the Jesuits during their ownership. There are few records dated before their arrival, though the "copies" of documents from the period before 1572 form a very impressive lot.

The archives were very carefully kept by their owners, and inventories were subsequently made. After 1773, they were several times sent from one place to another and often became intermixed with other documents. Now they have been sorted, and the booklet reviewed here is the new inventory of the *fonds*. There are four sections: (1) Generalities, (2) Administration of Justice, (3) Trials, and (4) Seigniorial Rights and Possessions. Such an item as the series of "General Correspondence," 1572-1772, should prove a very interesting one indeed! And so should the "Accounts (Debits & Credits)," 1588-1773, of more than 150 volumes. The pamphlet closes with two very handy tables — of contents and of proper names.

This inventory will provide most valuable clues for anyone intending to study the peculiar history, laws, and customs of a very interesting domain.

JOSEPH F. LIBERT

The Brothers of Christian Instruction
Highlands, Jersey, England

Punjab Government Records Office. *Administration Report, 1954-55*, by V. S. Suri. (Chandigarh, Controller of Printing and Stationery, Punjab, 1956. 28 p., appendixes.)

A reading of this report and of Mr. Suri's article on the Punjab Government Record Office in *Indian Archives* (vol. 9, no. 1, Jan.-June 1955) will give any interested scholar an appreciation of the important historical materials now available at Simla, which will be transferred to the new capital of the Punjab (India) at Chandigarh. These include the Khalsa Dunbar records, covering a period of 38 years of Sikh rule, 1811-49; 20,000 case files of district records pertaining to the Punjab districts now in India; the English and Persian correspondence of the former Delhi and Hissar Divisions and the Commissionership of Ambala, 1803-1916; and other English, Urdu, and Per-

sian records such as socioeconomic surveys of villages, 1820-1919. The Government Records Office has the records of the Liaison Agency set up at Lahore to handle the gigantic task of evacuating non-Muslims from the West Punjab during the tragic autumn and winter of 1947-48. And much material of historical and cultural value in the evacuee properties left behind by Muslims was saved from destruction and is now in the Office. Mr. Suri has, moreover, been successful in acquiring several important family archives, for instance those of Baba Prem Singh of Hoti Mardan and Thakur Chattar Singh of Dharmsala. Among the district records transferred from Lahore after the partition are 96 volumes relating to the Mutiny of 1857. Mr. Suri is indeed to be congratulated on the condition of this office 7 years after its beginnings. It has become a well-equipped research institute and museum as well as a record office.

HOLDEN FURBER

University of Pennsylvania

Catálogo de los Mapas, Planos, Croquis y Árboles genealogicos existentes en el Archivo Nacional de Cuba, vol. 4, I—O, with a preface by Joaquín Llaveriás y Martínez. (*Publicaciones del Archivo Nacional de Cuba*, vol. 45; Havana, 1956. vii, 311 p.)

Publication 45 of the National Archive of Cuba, the fourth volume in the series containing a catalog of the maps, plans, drawings, and genealogical trees in the Archive, is the last work to have had the care and attention of the late Capt. Joaquín Llaveriás (1875-1956), the Director of the Archive and dean of Latin American archivists, who gave more than half a century of service to "archivology." It has been published posthumously. The catalog is the product of much labor over a period of many years, since the items cataloged are found in many series. When noted each item was properly carded and an extensive file was developed, from which the catalog has been prepared. The entries are alphabetical under distinctive and suggestive names, and the present volume covers the letters I to O. Each entry gives the date, a complete identification, the size, and the location in the various collections of the Archive. There are indexes of places, persons, engineers and architects authorizing drawings, and the collections in which the documents are located. The preface, written but a few months before Captain Llaveriás' death, contains numerous quotations from authorities who praised the former volumes, which have the same arrangement as the present one and cover the preceding letters of the alphabet. This volume with its predecessors is a valuable contribution to our knowledge of Cuban archives, and it is sincerely hoped that the series will be completed by the staff of the Archive, as a tribute to the memory of Captain Llaveriás, who made such an outstanding contribution to his beloved Cuba.

ROSCOE R. HILL

Washington, D. C.

Ofícios do General Martim Lopes Lobo de Saldanha, 1780-1782. (*Documentos Interessantes para a História e Costumes de São Paulo*, vol. 83; São Paulo, Archive of State, 1956. 220 p.)

This is volume 83 of the series of *Documentos Interessantes*, which has been in publication by the Archive of the State of São Paulo since 1894. It concludes the presentation of the correspondence of Gen. Martim Lopes Lobo de Saldanha, governor of São Paulo from 1775 to 1782, which was begun in volume 74 of the series. The letters for the years 1780-82 are directed to various subordinate officials and others in the province. They deal with a wide variety of subjects relating to all phases of the provincial administration, and they reveal much regarding the life and activities of Portuguese America at the close of the 18th century. It is noted that, because of the expense of preparation and printing, no indexes are included in this series of publications. The Arquivo do Estado de São Paulo continues to make a valuable contribution to historical studies in Brazil through its extensive program of publication.

ROSCOE R. HILL

Washington, D. C.

Manuscripta, vol. 1, no. 1, Feb. 1957, edited by Lowrie J. Daly, Edward R. Vollmar, and Charles J. Ermatinger. (St. Louis, 1957- . 64 p. \$1.50 per issue.)

This little triyearly magazine is intended as a research aid in the humanities and as a reference guide to the microfilmed Vatican codices in the Knights of Columbus Vatican Film Library at St. Louis University.

One of its purposes is the publication of scholarly articles of a general nature, of use to those actively engaged in teaching or research in the humanities and history. Another, and perhaps its real *raison d'être*, is the publication of research articles based on study of the manuscripts in the collection of the Knights of Columbus Film Library. In this first issue begins the listing of these codices, which will continue in several subsequent issues. The editors also plan, in future issues, a page or two of notes and comments on projects, books, and articles that have to do with manuscripts, especially those of the Vatican collection.

The cover page is appropriate. The title is an exact photographic reproduction of the lettering of the famous Palatine Vergil, a beautiful example of the large rustic capitals of the fifth century. And, happily, the editors scorn the fetish that size and value are synonymous. *Manuscripta* is in pocket size.

Judged by its sponsorship, its scholarship is certain, and there is a practical air about its aims that is refreshing.

MAURICE L. AHERN

Fordham University

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School of Government and Public Administration
Washington 6, D. C.

in cooperation with
Library of Congress
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News Notes

H. B. FANT, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The joint annual luncheon session with the American Historical Association was held on Monday, Dec. 30, 1957, in the Ivy Suite of the Hotel Statler, New York City. Fifty-nine attended the luncheon and seventy-nine heard James H. Easterby, Director of the South Carolina Archives Department, read a paper entitled "The Colonial Records of South Carolina; an Adventure in Editing and Publishing State Archives."

MINUTES OF THE COUNCIL

December 30, 1957

The meeting was called to order by President Overman in Suite 1799 at the Hotel Statler at 2:45 p.m., Dec. 30, 1957. The vice-president, secretary, treasurer, and editor, and Council members Wayne C. Grover and Thornton W. Mitchell were present. The secretary had mailed the proposed agenda to all Council members before the meeting.

Minutes of the annual business meeting on October 3 and of the Council meetings of October 2 and 4, at Columbus, Ohio, were approved. The minutes are printed in the January 1958 *American Archivist*.

The secretary read several communications, among them letters from Ernst Posner, Father Henry Browne, Elizabeth Buck, and Wayne Grover. On motion of Wayne Grover the secretary was directed to prepare a letter to Dr. Posner expressing regrets over his illness and extending best wishes for an early recovery and the resumption of his research activities. The communication from Dr. Grover was set aside for consideration under new business.

The reports of the officers were next heard, the usual order being revised to permit the editor to be first heard so that he could withdraw before adjournment. He reported satisfactory progress on the *American Archivist* index project. Distribution of the *Directory* has been made, and a small supply remains on hand for sale through the treasurer's office. The editor also reported that the bibliography prepared and submitted by the Committee on Church Records under the chairmanship of Father E. Binsfeld will be published in the July issue of the *American Archivist*. The microfilm survey material submitted by the secretary on behalf of the Committee on Microfilm was referred again to the secretary with instructions as to further processing necessary to make it suitable for publication as a separate report of the State Records Com-

mittee. The editor said that both the January and April 1958 issues of the *American Archivist* would be larger than usual.

The order of reports was resumed, and President Overman talked briefly about the transfer of records and business of the treasurer's office to Mr. deValinger and the return to the secretary's office of certain duties relating to the notification of the printer, officers, and others, of changes in address and of additions and deletions in the membership mailing list.

Mr. deValinger gave the treasurer's report and submitted the 1957-58 proposed budget. After some discussion and explanation of various budget items, adoption of the budget as presented was moved by Vice President Holmes and concurred in by the Council. A copy (printed below) was filed with the secretary. The treasurer also reported the Finance Committee's reinvestment of the matured savings bond; the fund is now deposited in an insured savings account in the Empire Savings Bank of Denver, Colo., to yield a 4 percent interest effective Jan. 1, 1958. The account requires the signatures of the treasurer and the secretary of the Society.

At this point Dr. Bauer was excused from the Council meeting to keep a prior engagement.

The secretary next reported on administrative details connected with future annual meetings and with various standing committees. Attention was directed to recommendations relating to activities of the Committee on Publicity, the Membership Committee, the University Records Committee, and the Business Records Committee. The Council directed the secretary to continue to explore and develop programs with the chairmen of these committees and to report at appropriate intervals. The appointments of committee chairmen and members were as yet incomplete, but every effort was promised to have a complete listing in the April issue of the *American Archivist*.

The secretary reported orally on the work of the Committee on Professional Standards. Chairman (pro tem.) Lester J. Cappon and other past presidents of the Society of American Archivists met on December 30 to elect from their list of nominations the first group of Fellows of the Society of American Archivists as provided by the constitutional amendment adopted at the 1957 annual meeting. The Committee has been very active in preparation for the selection of Fellows and has given most serious attention to the necessary detail. The committee for the election of Fellows will function henceforth as provided by the constitution. Dr. Cappon requested clarification of the future responsibilities of the Professional Standards Committee. After some discussion as to whether this committee should be reconstituted, action was deferred until the spring Council meeting.

Unfinished business was then discussed. The dates for the 1958 annual meeting were specified as August 17-20. Christopher Crittenden of North Carolina has accepted the Program Committee chairmanship. His activity in and familiarity with the Society of American Archivists and the American Association for State and Local History should enable him to develop a program of mutual benefit. The secretary was directed to notify Charles E.

Hughes, Jr., of Philadelphia, that the proposed dates of October 7-9 would be satisfactory for the 1959 annual meeting. Invitations for 1960-61 from Springfield, Ill., Independence, Mo., and Boston, Mass., were discussed. On motion of Thornton Mitchell, further consideration was deferred until the spring Council meeting.

President Overman next placed before the Council the acceptance of the Waldo Gifford Leland Prize Fund, presentation of which had been made to the Society at the joint luncheon by Oliver W. Holmes on behalf of the Waldo G. Leland Portrait Committee, with the understanding that the income from the fund would be used as a prize for a publication of high excellence in the archival field. President Overman reported his acceptance of the fund, which will enable the Society of American Archivists to establish its first award. With the concurrence of the Council, President Overman appointed the following to consult with Dr. Leland and to act as a special committee to formulate the conditions on which the prize shall be awarded: Oliver W. Holmes, chairman, Lester J. Cappon, Wayne Grover, and Morris Radoff. The secretary was instructed to express to Drs. Leland and Grover the Society's deep appreciation of the generosity and thoughtfulness which prompted the gift. The matter of investing the fund (\$1,050) was referred to the Finance Committee.

On motion of Thornton Mitchell, the meeting adjourned at 5:45 p.m.

DOLORES C. RENZE, *Secretary*

WILLIAM D. OVERMAN, *President*

BUDGET PROPOSAL FOR THE YEAR ENDING JUNE 30, 1958

	Yr. ending 6/30/56 <i>actual</i>	Yr. ending 6/30/57 <i>estimated</i>	Yr. ending 6/30/57 <i>actual</i>	Yr. ending 6/30/58 <i>estimated</i>
1. Cash on hand July 1	\$ 4,973.88 (incl. sav. account)	\$ 6,817.06 (incl. sav. account)	\$ 5,797.06 (incl. sav. account)	\$ 9,982.56 (incl. sav. account)
RECEIPTS				
2. Membership dues	4,271.97	4,000.00	4,479.98	4,200.00
3. Publications	2,525.64	2,500.00	2,897.11	2,500.00
4. Interest on bond	25.00	25.00	00.00	35.44
5. Interest on savings account	20.00	60.00	60.00	60.00
6. Annual meeting surplus (incl. \$100 adv.)	123.27	100.00	339.73	00.00
7. Other, including gifts	2.00		10.00	
Receipts (annual)	\$ 6,967.88	\$ 6,685.00	\$ 7,786.82	\$ 6,795.44
Receipts (total)	\$11,941.76	\$13,502.06	\$13,583.88	\$16,778.00
EXPENDITURES				
8. Administrative		1,000.00		2,700.00
President's Office	25.00		36.04	100.00
Secretary's Office	279.04		534.13	945.00
Treasurer's Office	125.91		150.50	150.00
Committees	90.06			100.00
Directory and index		1,750.00	482.48	1,413.00
9. Torch Press	4,318.78	4,500.00	4,600.12	4,800.00
Editor's expenses	151.91	150.00 (incl. pur. of back issues)	167.61	175.00
10. Advance to Comm. on local arrangements	100.00	100.00	100.00	100.00
11. ICA Dues	34.00	17.00	17.00	17.00
Expenditures (total)	\$ 5,124.70	\$ 7,517.00	\$ 6,087.88	\$7,800.00*
12. Cash balance	6,817.06	7,002.06	7,496.00	8,978.00
Less savings account	3,020.00	3,080.00	5,095.06	6,182.56
Checking Acct. Bal.	3,797.06	3,922.06	2,400.94	2,795.44

(Signed) WILLIAM D. OVERMAN
President

DOLORES C. RENZE
Secretary

LEON DEVALINGER, JR.
Treasurer

Approved by the Council, December 30, 1957.

* This apparent increase in the estimated expenses for the year ending June 30, 1958, is largely due to the fact that the cost of printing the *Directory* and preparing the index is being paid this year while the appropriation was made in the previous fiscal year and the work was begun at that time.

The Secretary announces the following committee assignments accepted for 1957-58:

Administrative Committees

Auditing: Fred Shelley, chairman; Jesse Boell, Pierre Brunet.

Local Arrangements: Everett Cooley, chairman; Earl E. Olson, Ralph Hansen, S. George Ellsworth, Robert B. Barker, Nicholas G. Morgan, Sr., Dorothy K. Taylor, G. Gregory Crampton, George F. Egan, John James, Jr.

Membership: James Fuchs, chairman; Vera Avery, Seymour V. Connor, R. C. Nesbit, Evelyn Eager, John Harrison, Wayne Grover (special), Albert Leisinger, Jr. Other assignments to be made.

Nominations: Morris Radoff, chairman; Dorothy Martin, Karl Trever.

Program: Christopher Crittenden, chairman.

Publicity: George E. Warren, chairman.

Resolutions: Lola Homsher, chairman; William Petersen, Nyle Miller, Paul O'Brien.

Technical Advisory Committees

Audio-Visual: Assignments incomplete.

Bibliography: Lester W. Smith, chairman; Grace Quimby, Edna L. Jacobsen, Alice E. Smith, Ernst Posner.

Buildings and Equipment: Victor Gondos, chairman; Leon deValinger, Jr., Vernon Beal, Everett O. Alldredge, William Alderson.

Microfilm: Dorothy K. Taylor, chairman; Leon deValinger, Jr., William Rofes, Kenneth Munden, Richard W. Hale, Jr.

International Relations: Assignments incomplete.

Preservation Methods: Gust Skordas, chairman; William Barrow. Other assignments to be made.

Records Management: Rex Beach, chairman; Louis J. Darter, Robert Shiff, S. J. Pomrenze, William Benedon, Olney Hill, Everett Alldredge, Charles Sterman.

Joint Manuscripts: Philip M. Hamer, chairman; Alice E. Smith, Lucile Kane, Watt P. Marchman, Francis Berkeley.

Promotional Committees

Business Records: Thornton W. Mitchell, chairman; John P. Boxshus, Irene M. Strieby, A. A. Deter, Julia H. Behringer, Ralph Grayson Schwarz, Alma K. Ledig.

Church Records: Rev. Thomas T. McAvoy, chairman; Mabel Deutrich, Belden Menkus, George Boyle, Alouin Greenburg, Worth M. Tippy, Nelson Springer, Robert Shostek.

College and University: Leonidas Dodson, chairman; Ralph Hansen, C. K. Shipton. Other assignments to be made.

Labor Records: Leone Eckert, chairman; Paul Lewinson, Morris Rieger, Kenneth Hall.

Municipal Records: Charles E. Hughes, Jr., chairman; Vernon Beal, James F. Katsaros, John R. Kerstetter, Lawrence J. Leguennec, Charles F. Poole.

State Records: Robert M. Brown, chairman; Mary G. Bryan, Philip Mason, William W. Davis, Jr., Gust Skordas, LeRoy DePuy, George E. Warren.

Special Committees

Election and Nomination of Fellows: Lester J. Cappon, chairman. Committee composed of all living past presidents. Chairman elected by committee annually.

Waldo Gifford Leland Prize: Oliver W. Holmes, chairman; Wayne C. Grover, Lester J. Cappon.

The following names have been added to the membership rolls of the Society since the last listing in the *American Archivist*:

E. H. Alexander, Natick, Mass.; Sister Mary Amata, Saint Clara Convent, Sinsinawa, Wis.; James Moore Babcock, Detroit, Mich.; Harland L. Clark, Juneau, Alaska; Mary Ellen Connolly, Brookline, Mass.; William D. Dunn, Casselberry, Fla.; Emily H. Folmar, Savannah, Ga.; Albert Gelber, Dorchester, Mass.; Richard W. Hale, Jr., Chestnut Hill, Mass.; Annadell Hansen, Chicago, Ill.; Carroll Hart, Atlanta, Ga.; Joyce Hinnenkamp, Sherman Oaks, Calif.; James R. Horstman, San Francisco, Calif.; Bertrum R. Hulmes, Jersey City, N. J.; Ralph E. Huss, Washington, D. C.; William Sumner Jenkins, Chapel Hill, N. C.; Esther C. Matteson, Colorado Springs, Colo.; Mrs. W. Henry McMaster, Niagara Falls, N. Y.; Belden Menkus, Nashville, Tenn.; Jack D. Morgan, San Francisco, Calif.; R. R. B. Murray, Pittsburgh, Pa.; Kenneth Nelson, Springfield, Ill.; Robert E. Pritz, Munster, Ind.; Rev. Peter James Rahill, St. Louis, Mo.; Alice Olson Riley, New York, N. Y.; Irving Rosenfeld, Burbank, Calif.; George M. Shear, Inglewood, Calif.; Robert Shosteck, Washington, D. C.; George W. Straubinger, Annapolis, Md.; W. H. Topham, San Francisco, Calif.; Delmer J. Trester, Albuquerque, N. Mex.; John H. Welz, St. Louis, Mo.; Irving Zitmore, Kensington, Md.

FOREIGN:

Hernando Pinnilla Cuenca, Bogota, Colombia; Merrill Denison, Montreal, Canada; Johannes Papritz, Marburg/Lahn, Germany; G. N. Saletore, Allahabad, U. P., India; G. N. Chandra Shri, Calcutta, India; Nils Staff, Stockholm, Sweden.

INSTITUTIONAL, DOMESTIC:

Bekins Van & Storage Co., San Francisco, Calif.; College of St. Catherine, St. Paul, Minn.; Dallas Public Library, Dallas, Texas; Eastern Michigan College Library, Ypsilanti, Mich.; Equitable Life Assurance Society, New York, N. Y.; ESSO Research & Engineering Co. Library, Linden, N. J.; Maine State Library, Augusta, Me.; Menninger Foundation, Topeka, Kan.; Papers of James Madison, Chicago, Ill.; Provost Marshal's General School, Fort Gordon, Ga.; Radio Corporation of America, Camden, N. J.; Rutgers University, Newark Colleges Library, Newark, N. J.; Walt Disney Productions Book Library, Burbank, Calif.; Wayne State University, Detroit, Mich.

INSTITUTIONAL, FOREIGN:

Biblioteca Centrala de Stata, R. P. R., Bucuresti, Roumania; H. Bouvier & Co., Bonn, Germany; Department of Education, Pretoria, South Africa; Ghana National Archives, Accra, Ghana; Libreria del Verbo Divino, Cordoba, Argentina; Memorial University Library, St. John's, Newfoundland; Polish Archives, Warsaw, Poland; South Australia Public Library, Adelaide, South Australia; Weizmann Institute of Science, Rehovoth, Israel.

NATIONAL ARCHIVES AND RECORDS SERVICE

The National Archives and Records Service has instituted a new series of workshops in mail management, designed to achieve prompt, accurate, and economical mail handling. The workshops consist of four sessions of about 2 hours each. Materials used by students include a textbook, a workbook, tables showing the cost of operations involved, layout designs, and data on mail handling equipment. Colored slides and flannel board cards are also used to lend interest and emphasis.

The third of a series of handbooks of file operation for congressional offices has been completed. It provides a filing system for records of congressional committees, including joint and standing committees, select committees, and subcommittees.

Early in January 1958 the Department of the Army transferred its Departmental Records Branch of the Adjutant General's Office, to the General Services Administration. This record center is being combined with the Region 3 Federal Records Center in Alexandria, Virginia. Sherrod E. East, former head of the Departmental Records Branch, has been designated acting chief and Mr. Gordon L. Williams, acting assistant chief, of the enlarged center.

Edward G. Campbell, director of the Records Center Division, Office of Records Management, has been transferred to the position of regional director, National Archives and Records Service, Region 3. His place in the central office has been taken by Lewis J. Darter, formerly of the Department of the Navy.

The holdings of all record centers of the National Archives and Records Service on December 31, 1957, were 3,795,000 cubic feet.

The National Archives has now completed microfilming the consolidated index to the carded records of Confederate military service. Positive copies of this film may be purchased at a moderate cost.

On Jan. 24 the Rockefeller Foundation granted \$48,700 to the Harry S. Truman Library Institute for the purchase of publications and other reference materials to supplement the papers of the former President in the Truman Library. The funds will be devoted to building up the Library especially in the two subject fields where the Truman papers have their greatest relevance and usefulness: (1) the office of the President of the United States, particularly in the contemporary period, and (2) the foreign relations of the United States, especially since 1900. Among other materials, the Library will acquire a complete set of the National Archives microfilm publications on foreign relations (1789-1906) and a microfilmed set of the documents of the United Nations (1945-53).

In February the Democratic National Committee presented to Mr. Truman for deposit in his Library a copy of the microfilm edition of the Adams papers.

LIBRARY OF CONGRESS

The Manuscript Division has acquired some of the letters and writings, 1856-86, of the colorful Capitol journalist, Benjamin Perley Poore, as well as a related group of papers, 1866-90, of E. B. Wight, a contemporary newspaper correspondent. Other acquisitions are papers, 1898-1954, of Theodore S. Palmer, long secretary to the American Ornithological Union; personal papers, 1912-50, of Florence Jaffray (Mrs. J. Borden) Harriman; some 300 papers of Supreme Court Justice Horace H. Lurton; a set of the stenographic reports of the 1916 campaign speeches of Charles Evans Hughes; some 15,000 papers, 1880-1944, of the scientist James McKeen Cattell; and minutes, reports, and other papers dealing with the negotiation of the Dawes and Young reparation plans.

About 4,000 pieces, 1820-50, have been added to the papers of Willie P. Mangum, Whig Senator from North Carolina; other additions to existing collections include further correspondence and family papers, 1880-1924, of Richard Washburn Child and papers concerning Harry F. Guggenheim's interest in aeronautics and his ambassadorship to Cuba. Mrs. Woodrow Wilson has increased the Woodrow Wilson papers by selections, 1893-1924, from her own correspondence and by letters and dispatches received at the White House on the eve of war with Germany.

Pageant Books, Inc., 59 Fourth Ave., New York 3, N. Y., is getting out an edition of the *Library of Congress Catalog of Books*, 167 volumes, to reproduce nearly 2 million catalog cards printed by the Library between Aug. 1898 and July 31, 1942. The price for an order received in New York by June 30, 1958, is \$1,250; and other terms are available.

OLIVER WENDELL HOLMES DEVISE

A multivolume history of the Supreme Court of the United States, made possible by a bequest of Justice Oliver Wendell Holmes to the United States, has been authorized by an act of Congress and is now in preparation by a group of scholars. The work is under the general direction of a committee whose chairman is the Librarian of Congress. The editor-in-chief is Prof. Paul A. Freund of the Harvard Law School.

The participating scholars will be grateful to learn of relevant materials not contained in recognized collections, including letters to and from Justices, accounts of Justices on circuit, comments on Supreme Court cases, and memorabilia of lawyers associated with Supreme Court litigation.

Information and inquiries may be sent to Joseph P. Blickensderfer, Administrative Editor, Permanent Committee for the Oliver Wendell Holmes Devise, Library of Congress, Washington 25, D. C.

AMERICAN UNIVERSITY SUMMER INSTITUTES

The American University announces that the fifth annual institute on records management will be held June 2-13, and the twelfth annual institute

in the preservation and administration of archives, June 16-July 11. Application for admission to the institutes should be made to the Coordinator of Summer Institutes, the American University, Massachusetts and Nebraska Aves., N.W., Washington 16, D. C.

Archivists planning to attend the institute in the preservation and administration of archives are urged to obtain in advance copies of National Archives publications that will be used, including a *Syllabus*, *Bulletins*, and *Staff Information Papers*. To obtain these publications and further information they should write to Mr. Ernest Dibble, the American University, 1901 F Street, N.W., Washington 6, D. C.

TECHNICAL DEVELOPMENTS

Readers of Peter Scott's article in the July issue of this magazine will recall his mention of Xerography as one of the "Developments in Rapid-Copying Machines." He pointed out that a very important application of this electrostatic process was to provide continuous printing from microfilm. The Oct. 1957 issue of *Microcosm*, distributed by University Microfilms, Inc., 313 N. First St., Ann Arbor, Mich., gives a simplified explanation of how the Xerox Copyflo Model No. 1, manufactured by the Haloid Co. of Rochester, N. Y., works to turn out black-and-white enlargements from microfilm at the rate of 20 ft. a minute. This machine weighs 1,800 lbs. and operates on 2,200 volts; its dimensions are roughly 6 ft. long, 7 ft. high, and 3 ft. wide.

In announcing a contract grant of \$11,700 to the Microcard Corp. of West Salem, Wis., the Council on Library Resources, Inc., of Washington, D. C., explained:

The reading of the micro-opaques ("Microcards," "Microlex," "Microprint," etc.) is now generally performed with the use of expensive, non-portable projectors. A hand-viewer has been devised for "Microcards" which requires both flashlight batteries and a transformer. The contract with the Microcard Corporation is to promote the development of a handviewer which (1) can be used conveniently for all forms of micro-opaque prints and which (2) may also be much less expensive than the present model through the elimination of the batteries and transformer and possibly also through the employment of a less expensive optical system.

The Library of Congress with the aid of a \$65,000 grant from the Rockefeller Foundation, has engaged the Southwest Research Institute of San Antonio, Tex., to investigate the life expectancy of common types of sound recordings — acetate, shellac, and vinylite disks and magnetic tapes — and to determine how best to store them for long preservation. It is hoped that the project will be completed in 1959.

FOREIGN NEWS

Austria

Franz Unterkircher published in 1957 vol. 1 of an *Inventar der illuminierten Handschriften, Inkunabeln und Frühdrucke der Österreichischen Nationalbibliothek*. Vol. 2, still to come, will list the Greek, Slavic, Hebrew, Oriental, and exotic manuscripts and rare imprints.

Cuba

Under the presidency of Emeterio S. Santovenia, the Committee on Archives of the Commission on History of the Panamerican Institute of Geography and History published in January 1958 in Havana the first issue of *Boletín del Comité de Archivos*. The new journal is designed to carry information about and for the archival institutions of the Western Hemisphere; and the first issue, apparently edited by José Maria Perez Cabrera, will be noticed in the review section of a forthcoming number of the *American Archivist*.

Dominican Republic

Cesar Herreia has succeeded Rodriguez Demorizi as Director of the Archivo General de la Nation. Pedro L. Vergés Vidal is subdirector. Dr. Demorizi is now rector of the University of Santo Domingo.

Germany

Johannes Papritz has joined the Society of American Archivists. Author, archivist, and administrator, he is Director of State Archives at Marburg and of the Archives School there.

Great Britain

The first meeting of the 6th Anglo-American Conference of Historians in London last July was followed by a tribute to the dean of British archivists, Sir Hilary Jenkinson. Later some of the conferees took advantage of scheduled opportunities to visit the Essex Record Office and Lambeth Palace.

India

The name of T. Raychaudhuri, instead of R. C. Gupta, appears as Director of Archives, Government of India, at the end of the September 1957 monthly report of activities of the National Archives of India.

V. V. Maksakov, professor at the Moscow State Historical Archival Institute, and V. N. Shumilov, of the Central State Archives of Ancient Acts of the U. S. S. R., Moscow, have been named by the Government of India as corresponding members of the Indian Historical Records Commission.

Italy

The Italian Government has appointed two national commissions to collect, edit, and publish definitive editions of the correspondence of Camillo Benso di Cavour and of Giuseppe Garibaldi. In the United States the executive secretary-treasurer of the American division of the Istituto per la Storia del Risorgimento Italiano is engaged in forwarding these programs by collecting information about any unpublished letters to or from Cavour or Garibaldi. Anyone having knowledge of such items is asked to write to Howard R. Marraro, professor of Italian, Columbia University, New York 27, N. Y.

Two Americans well-known in the archival field are now in Italy. Ernst Posner, former president of the Society of American Archivists, is on study leave from the American University in Washington, D. C. Dr. Posner suffered a heart attack in November, but at last report was progressing satisfactorily. His temporary address is Via Ruggero Fauro, 76, Roma. Henry Browne, former secretary of the Society of American Archivists, has been assigned to serve in an institutional home for aged priests in the suburbs of the Italian capital; Father Browne's address is Via Della Camillvecchia, 24, Roma.

Réunion

In the past year, Yves Pérotin, Director of the Archives of Réunion, issued an illustrated paperback volume of 261 pages, the 2d number of *Recueil de documents et travaux inédits pour servir à l'histoire de la Réunion*.

Trinidad and Tobago

Theodore R. Schellenberg, Assistant Archivist of the United States, National Archives, spent a month in Trinidad and Tobago, at the invitation of the Government there and with the aid of funds furnished by the Rockefeller Foundation, surveying the archival situation and proposing measures for its improvement. Clinton V. Black, Archivist of Jamaica, collaborated with Dr. Schellenberg. An inventory of records on the two islands was prepared and will probably be made available in the United States in a small processed edition.

ALASKA

A new development in the control of Alaskan Territorial records is the creation in the Department of Finance of a Records Management Division headed by H. I. Clark, supervisor, and Irma Bolander, assistant. According to an announcement of Dec. 30, 1957, each Territorial agency has designated a record officer to supervise its program and maintain liaison with the Records Management Division.

ARIZONA

Alice B. Good has succeeded the late Mulford Winsor as Director of the Department of Library and Archives, Phoenix.

CALIFORNIA

A session on archival resources and policies was held at the 50th annual meeting of the Pacific Coast Branch of the American Historical Association in San Francisco. With John R. Pomfret of the Huntington Library in the chair, W. N. Davis, Jr., of the California State Archives read a paper giving an overall view of the latter institution's holdings, and John B. Caswell read one on "Archives for Tomorrow's Historians." Comments were made by

Julia H. Macleod of the Bancroft Library and David C. Duniway, State Archivist of Oregon.

Since Nov. 1, 1957, Genevieve Martin has been curator of the collections at the California Historical Society, San Francisco.

The Institute of Historical Cartography, 332 Westridge Dr., Menlo Park, a recently formed nonprofit organization, fosters significant research in the field of historic maps and their making. The institute has announced publication of the first volume, 1540-1804, of Carl L. Wheat's impressive 5-volume work, *Mapping the Transmississippi West, 1540-1861*.

COLORADO

At the Ohio meeting of the American Association for State and Local History, to which Mrs. Renze was Colorado's official representative, Colorado won five awards for outstanding State and local activities in the historical field. At Colorado's first institute for clerks and finance officers held on the Boulder campus of the University of Colorado in February, Mrs. Renze spoke and led a discussion on the preservation and destruction of public records.

Dakota Microfilm Services, Inc., was started by the brothers Wynn and Phil Crew in Vermillion, S. D.; but the main plant, said to represent a \$100,000 investment, is now located at Lakewood, in suburban Denver. Gene Reed, formerly a technician with the Nebraska Historical Society, manages the Lakewood plant.

DISTRICT OF COLUMBIA

The Institut Français de Washington, incorporated in 1926 to promote the study and appreciation of French culture and history, published in the December 1957 issue of its bulletin Carl L. Lokke's essay on "France in the National Archives." This essay gives some account of records in the National Archives, especially in the Foreign Affairs Branch, which Dr. Lokke heads.

Solon J. Buck, former Archivist of the United States and former Assistant Librarian of Congress, is no longer treasurer of the American Historical Association. For long and distinguished service, special honor was accorded him at the association's recent annual meeting in New York.

Two Federal commissions of archival and historical interest, the United States Civil War Centennial Commission and the Lincoln Sesquicentennial Commission, held their first meetings in December 1957.

FLORIDA

Spurred by the interest of the United Daughters of the Confederacy, the Florida Legislature appropriated at its last session \$15,000 to help defray the expense of segregating and microfilming the information about Florida officers and men in the War Department Collection of Confederate Records in the National Archives. Roumelle Bowen of Tallahassee, a veteran of 44 years

service with the State Board of Pensions, is in charge of the selection of the materials for filming. She is being assisted by Mrs. Merrill Y. Winslett, wife of the administrative assistant to U. S. Senator S. L. Holland.

GEORGIA

The formal opening of the Hall of Fame for illustrious Georgians and the unveiling of the busts of Button Gwinnett, Lyman Hall, and George Walton — Georgia's signers of the Declaration of Independence — occurred at the State Capitol in Atlanta on Nov. 25. Ben W. Fortson, Jr., Georgia's secretary of state, presided; and Mary Givens Bryan, Director of the Department of Archives and History, introduced the principal speaker, U. S. Senator Richard B. Russell.

HAWAII

Herbert Kokabun, formerly business manager of the minimum-security prison known as the Kulani Project, has become assistant archivist, Hawaii Public Archives.

ILLINOIS

A collection of letters, photographs, experiment notes, and personal papers of Gregor Mendel, father of the science of genetics, has been acquired by the University of Illinois from the widow of Hugo Iltis, Mendel's biographer, who assembled the materials in Brünn, Czechoslovakia, before 1939.

The State Records Act of 1957, approved by Gov. William G. Stratton on July 6, established a comprehensive archives and record management program for all agencies of the State of Illinois. The State Archives Division, formerly a part of the State Library, became an administrative unit of the Office of Secretary of State. The State Records Commission, dating from 1943, was reorganized and enlarged. The State Records Center (opened July 1956) was enlarged in Jan. 1958 from a 15,000 to a 30,000 cubic foot capacity. A special appropriation established a central microfilming unit. The State Records Act, which was printed in the October 1957 issue of *Illinois Libraries*, has been reprinted and is available for distribution. LeRoy DePuy is Chief of the Archives Division, Theodore J. Cassady heads the Archives Section, and John T. Caton is record manager.

KANSAS

Preparatory to editing the papers of Stephen A. Douglas, Robert W. Johansen of the department of history, University of Kansas, is collecting information about the location of Douglas letters in private or institutional possession.

An Associated Press dispatch from Abilene, Nov. 26, 1957, announced that Ellison R. Ketchum of Miami, Fla., a public relations consultant, had been named director of a campaign to raise \$3,000,000 for the construction of an

appropriate library at Abilene, across the street from the Eisenhower Museum, to house the President's books and papers. Gov. George Docking of Kansas, a Democrat, and former U. S. Senator Harry Derby, a Republican, are co-chairmen of the library committee; and Benjamin P. Fairless, president of the American Iron and Steel Institute, is chairman of the executive committee for the fund campaign.

A prized documentary item has come back to Kansas after a long absence. The original engrossed copy of the proslavery Lecompton Constitution of 1857, preserved for many years in the Rutgers University Library, has been presented by the Brunswick (N. J.) Historical Society to the Kansas State Historical Society.

KENTUCKY

Under the general editorship of James F. Hopkins, professor of history, and with the assistance of Mary Wilma Hargreaves, associate editor, the collecting and editing of the papers of Henry Clay has proceeded at the University of Kentucky to the point where the University of Kentucky Press expects to publish within the year the first 1 or 2 volumes of a projected 10-volume edition of Clay's writings. The Lilly Endowment, Inc., is helping the university to defray the cost of the publication with a grant of \$57,800.

Kentucky's Legislative Research Commission has investigated the subject of record management and State archives, and its report will probably be reviewed in a forthcoming issue of this magazine.

MARYLAND

The Carroll County commissioners have made available to the county historical society a semifireproof room in the new county building on the courthouse grounds at Westminster for the display and storage of valuable manuscripts, maps, and other materials.

J. Hall Pleasants, M.D., one of the mainstays of the Maryland Historical Society, who helped it to acquire some of its finest collections, died in Baltimore last Aug. 24 at the age of 84. He edited the society's *Archives* from vol. 46 in 1926 to vol. 61 in 1945. He was the society's corresponding secretary, 1932-34, and a vice president, 1935-57.

The latest *Catalogue of Manuscripts* of the United States Naval Academy Museum, Annapolis, 1957, is a printed booklet of 100 pages, compiled by Eleanor Donehoo and Lester B. Brown. The director of the museum is Capt. Wade DeWeese, USN (Ret.).

MASSACHUSETTS

In Plymouth County, under Richard W. Holms, register of deeds, a program for microfilming all record books from 1620 to date is well under way.

The Council on Library Resources, Inc., of Washington, D. C., has announced a grant to the American Historical Association of \$57,100 to be used

during the next 2 years in aid of the compilation of *A Guide to the Photographed Historical Materials Available for Research in Libraries and Archives in the United States and Canada*. The work on this guide, as noted in the last issue of the *American Archivist*, is being coordinated by Richard W. Hale, Jr., of Boston University.

MICHIGAN

George Newman Fuller, who edited *Michigan History* and served as executive secretary to the Michigan Historical Commission, 1916-46, died last year at the age of 83.

Philip M. Mason, State Records Archivist of the Michigan Historical Commission, compiled for the State Records Committee of the Society of American Archivists the preliminary report on replevin of public records that appeared in the 1957 handbook issued by the committee chairman. By the questionnaire method, Dr. Mason found that at least 18 States have replevin laws but that the principles of enforcement are obscure. Recovery by persuasion or by steps that do not require legal moves, he believes, may account for the infrequency of court cases in this field.

MINNESOTA

State Archivist Robert M. Brown's recent supplement to his previous report on record disposal policies in the States and Territories was disseminated in the 1957 handbook issued by the retiring chairman of the State Records Committee of the Society of American Archivists, Mary Givens Bryan, State Archivist of Georgia. Mr. Brown is the new chairman of the Committee.

On Jan. 23, 1957, the United States Court of Appeals at St. Louis, Mo., upheld the finding of the United States District Court in Minneapolis that certain field notes of Capt. William Clark of the Lewis and Clark Expedition were not records of the Federal Government. The Federal Government had entered the case only to ensure that the papers, on which the Minnesota Historical Society had spent much effort and money, should rest in the public domain. Now the issue of possession must be decided between the historical society and the contesting heirs of General Hammond.

NEW HAMPSHIRE

The *Dartmouth Alumni Magazine* reports that 50 file boxes of papers of the late Albert H. Washburn, a Dartmouth professor, have been deposited in the Baker Library.

NEW JERSEY

Fred Shelley, librarian of the New Jersey Historical Society, has compiled a guide to its manuscripts numbering 75,000 items, exclusive of certain non-listed materials.

NEW YORK

With the cooperation of other institutions, the American Academy of Arts and Letters, at Broadway between 155th and 156th Streets in New York City, staged during the month beginning Dec. 7, 1957, an exhibit of the letters and writings of one of its early members, Theodore Roosevelt. The exhibit commemorated the centennial of his birth.

For a consideration of \$75,000 Columbia University has acquired nearly 2,000 papers of John Jay, first Chief Justice of the United States, from the estate of Mrs. Arthur Iselin, Jay's great-great-granddaughter. Richard B. Morris, professor of history at Columbia University, was quoted by the *New York Times* on Dec. 4, 1957, as calling the papers "one of the most important collections of papers of the Founding Fathers to be opened to the public in 100 years."

The Association of Records Executives and Administrators, an organization formed in November 1955 by a group in the field of record management from both industry and government, has announced that its newly elected officers for the year 1958 are: president, Charles H. Wissmann of Socony-Mobil Oil Co., Inc.; vice president, Robert W. Humphrey of the New York Stock Exchange; and secretary-treasurer, Vincent A. Nunziato of the Chemical Corn Exchange Bank. The appointive chairmen include: program, Norman J. Gullifer, New Jersey Bell Telephone Co.; membership, Inez C. O'Brien, Narengo, Inc.; public relations, A. A. Deter, Linde Co.; and research and training, William L. Rofes, Olin-Mathieson Chemical Corp. The association is planning a 1-day record management conference on Friday, May 2, at the Standard-Vacuum Oil Co., Inc., White Plains, N. Y., to emphasize the problem of information retrieval.

The Forest History Foundation, with headquarters in St. Paul, Minn., has announced the opening of a regional office for the eastern and southern parts of the United States and Canada, to be located in Syracuse. Charles D. Bonsted has been named to manage the office. Since 1948 Mr. Bonsted has been editor of technical and popular publications and press officer of the New York State University College of Forestry. His office address is 202 Landon Ave., Syracuse.

The Flushing Remonstrance, from the Quakers of Flushing, L. I., to the Dutch Governor, Peter Stuyvesant, is preserved with related papers in the New York State Library, Albany. The 300th anniversary of the Remonstrance was marked at Flushing, N. Y., on Dec. 27, 1957, by the issuance of a 3-cent U. S. postage stamp commemorative of religious freedom.

Gov. Averill Harriman told the legislature in a special message of Jan. 15, 1958, that he would include in his current budget \$530,000 for New York's statewide "year of history" scheduled for 1959. He announced, too, that the congressional delegations from New York, New Jersey, and Vermont would cooperate in seeking a Federal appropriation of \$100,000 for a Federal commission to assist in the observance.

Martin Schiller, an employee of the Municipal Archives and Records Cen-

ter of New York City, died suddenly on Jan. 20, 1958. He had attended both the American University Archives Institute and the Radcliffe Institute and had been a member of the Society of American Archivists since 1955.

NORTH DAKOTA

The records of the North Dakota Wheat Growers Assn., 1922-31, and the correspondence of rural sociologist John Morris Gillette, who died in 1949, have come to the Orin Grant Libby manuscript collection at the University of North Dakota.

OHIO

The Ohio Historical Society, official repository for State archives since 1927, had no funds for processing and housing the records until the 1957 legislature passed an appropriation bill and made available the old Governor's mansion for housing the materials. The society's director, Erwin Zepp, has announced the creation of a new division of records, which will be headed by Bruce C. Harding as superintendent of records. Mr. Harding was formerly a field representative for the Forest History Foundation, Inc., of St. Paul, Minn.

On the 90th birthday of the Western Reserve Historical Society in Cleveland, the trustees let the contract for a building linking the society's separate library and museum buildings. The new building will provide a series of exhibition halls and a special hall to house the David Z. Norton collection relating to Napoleon. Meredith B. Colket, Jr., formerly of the National Archives, is the society's director.

OKLAHOMA

The new director of the archives and manuscript division of the University of Oklahoma Library is Arrell M. Gibson, formerly of Phillips University.

Photographs from departments of the State government, schools, and other Oklahoma sources supplemented manuscripts and other materials from the National Archives and the Library of Congress that were brought together in an exhibition at the Library of Congress, Nov. 13, 1957, to Feb. 15, 1958, to celebrate the semicentennial of Oklahoma's statehood. A 70-page illustrated catalog of the exhibit is for sale at 55c by the Superintendent of Documents, Washington 25, D. C.

The archives of the Artillery and Guided Missile Center Museum, Fort Sill, contain historic artillery photographs, documents, and early artillery manuals.

OREGON

According to its 60th anniversary catalog of Pacific Northwest Americana, the Oregon Historical Society, Portland, stocks among other publications some 35 titles of pioneer diaries, collected letters, and reminiscences published in the *Transactions* of the now defunct Oregon Pioneer Association.

PUERTO RICO

Victor Gondos, Jr., of the National Archives and Records Service, Washington, D. C., in his capacity as chairman of the Committee on Buildings and Equipment, Society of American Archivists, visited San Juan in December to give advice on the plans for an archives building there. In January 1958 Wayne C. Grover, Archivist of the United States, also visited Puerto Rico under the auspices of the Instituto de Cultura Puertorriqueña. He reviewed the organization, policies, and operations of the Archivo General de Puerto Rico and made recommendations for their improvement.

Charles E. Dewing, who has headed the Archivo General since May 1957 while on leave of absence from the National Archives in Washington, will continue to serve in an advisory capacity until April 1958 or possibly later. On Jan. 13, 1958, announcement was made of the appointment of Luis M. Rodriguez Morales as the first Archivist General of Puerto Rico, to take effect Feb. 1, 1958. Mr. Rodriguez previously served as director of cultural activities of the city of San Juan, in which role he headed the municipal archives.

TENNESSEE

On July 1, 1957, William T. Alderson, Senior Archivist in the Tennessee State Library and Archives since 1952, became executive secretary of the Tennessee Historical Commission. According to the *Tennessee Historical Quarterly* Dr. Alderson's official duties will now include the editing of the commission's publications, advancing Tennessee's highway marking program, collecting historical manuscripts and newspapers, and doing field work on the preservation of historic places.

TEXAS

One of the major objectives of Earl Rudder when he became State land commissioner in 1955 was the preservation of records and conservation of space. Since that time the General Land Office of Texas, which has custodial responsibility for records, including some that are 120 years old, has investigated methods of preservation and has adopted lamination with thermoplastic cellulose acetate film in some cases. A very large amount of microfilming has also been done.

UTAH

The Utah State Historical Society and Utah State Archives Act, passed last year, continued the society as the State's official historical and archival agency but created within the society the Utah State Archives. The law clearly defines the duties of the State Archivist, now Everett L. Cooley, and sets up procedures for the replevin of any public records not adequately protected or cared for. Collaboration between the State Archivist and the State purchasing agent is also provided for, so that proper standards shall be ob-

served in the purchase of paper, ink, and other materials required for the permanent records of the State.

VIRGINIA

The University of Virginia has announced the promotion of Francis L. Berkeley, Jr., to the rank of associate librarian. He will continue also in his present post of curator of manuscripts. Some of his related activities include consultantship in archives and history to the Joint Federal and State Commission for the Jamestown Festival and membership in the advisory council to the Woodrow Wilson Centennial Commission, the advisory committee to the Princeton Jefferson Papers, and the executive committee of the Virginia Historical Society.

WASHINGTON

Last year's Pacific Northwest History Conference met on the campuses of the State College of Washington, Pullman, and the University of Idaho, Moscow. The Washington State Historical Society was sustaining sponsor. The program included a panel on "Libraries and Archives; Their Services to Regional and Local Historians." Two of the panel speakers were H. J. Swinney, director of the Idaho Historical Society, Boise, and Martin Schmitt, curator of manuscripts in the library of the University of Oregon, Eugene.

WEST VIRGINIA

Last July Kyle McCormick became director of West Virginia's Department of Archives and History, Charleston. A native of Union, Monroe County, Mr. McCormick was educated at the University of Virginia. He has been a newspaper man and historical writer, chiefly at Princeton, W. Va., and is a former member of the West Virginia Library Commission and a past president of the West Virginia Newspaper Council.

Charles Henry Ambler, the historian credited with initiating the collection of historical source materials at West Virginia University, died last August in Morgantown at the age of 81.

In the July 1957 issue of *West Virginia History*, Charles Shetler, curator of the West Virginia collection in the library of West Virginia University, Morgantown, reports on the indexing and bibliographical work on State materials there.

WISCONSIN

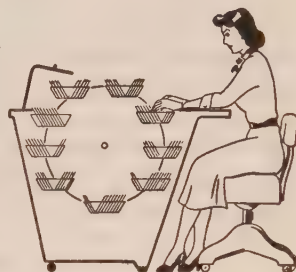
The State Historical Society of Wisconsin has acquired the records, 1909-48, of the Wisconsin State Nurses Association and the papers of several physicians. Besides obtaining the papers of Frederick McKay of Colorado Springs, the society has acquired other materials bearing upon the fluoridization of drinking water.

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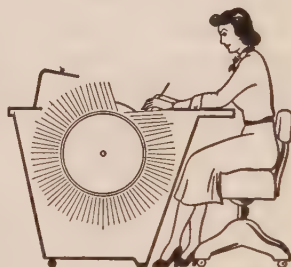


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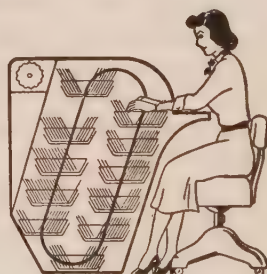


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James Madison as an Archivist

By KATE STEWART

Library of Congress

“IT has been remarked that the biography of an author must be a history of his writings. So must that of one whose whole life has in a manner been a public life, be gathered from his official transactions, and his manuscript papers on public subjects including letters to as well as from him.”¹ James Madison thus expressed an appreciation for his own papers that is not unlike the sentiments voiced by more recent Presidents in appeals for their libraries. He and other outstanding Americans of his period were keenly interested in preserving and making available for research the unique source materials accumulated during their public services. In making their wills, they were concerned with the value of their papers. In some cases at least, their chief motive may have been the hope of financial benefit from publication rather than pure archival devotion. James Monroe left his papers and the “care & publication of them” to his son-in-law, Samuel Gouverneur.² Alexander Hamilton’s widow received “all his public and private papers . . . for publication as the only remaining legacy he had to bestow.”³ John Quincy Adams, however, had no thought of publication. Passing on to his son Charles Francis Adams both his own and his father’s papers, he established a valuable family archives with a *respect des fonds* regrettably missing in many collections.⁴ He recommended a fireproof building and suggested that Charles keep the books and manuscripts together as one library to be transmitted to his eldest son, adding that they should not be sold or disposed of as long as practicable.

Madison himself left his papers to the trusted Dolley:

and I also give to her all my manuscript papers, having entire confidence in her discreet and proper use of them. . . . it is not an unreasonable inference that a careful and extended report of the proceedings and discussions of that body [the Convention of 1787], which were within closed doors, by a member who

¹ “Autobiography,” in Madison papers, Library of Congress.

² Photostat of will of James Monroe, in John B. Murphy collection of Presidential wills, in the Manuscript Division, Library of Congress.

³ “Petition of Mrs. Elizabeth Hamilton . . .,” S. Doc. 52, 29th Cong., 1st sess.

⁴ Murphy collection of Presidential wills. Scholars have recently welcomed the long-overdue lifting of the restrictions imposed by the Adams Trust; the papers are now being edited under the able leadership of Lyman H. Butterfield.

was constant in his attendance, will be particularly gratifying to the people of the United States, and to all who take an interest in the progress of political science and the cause of true liberty. It is my desire that the report as made by me should be published under her authority and direction.⁵

Madison's archival interests were most encouraged and influenced by Thomas Jefferson. Each had preserved some of the priceless records created when the nation had been formed and they must have spent many a long evening discussing the contents and the preservation of their papers. The practical aspects of preserving and arranging were important to both. Jefferson's almost invariable practice of keeping copies of outgoing letters and of making up his famous "Epistolary Record" could well have been followed by Madison. In the days before humidity-controlled, air-conditioned stacks, Jefferson sent Madison a copy of his letter of Jan. 16, 1796, to George Wythe, fellow-signer of the Declaration, in which are found practical instructions for the preservation of the laws of Virginia, the manuscripts

being so rotten, that on turning over a leaf it sometimes falls into powder. these I preserve by wrapping & sewing them up in oiled cloth, so that neither air nor moisture can have access to them. very early in the course of my researches into the laws of Virginia, I observed that many were already lost, and many more on the point of being lost, as existing only in single copies in the hands of careful or curious individuals, on whose deaths they would probably be used for waste paper. I set myself therefore to work, to collect all which was then existing, in order that when the day should come in which the public should advert to the magnitude of their loss in these precious monuments of our property and our history, a part of their regret might be spared by information that a portion has been saved from the wreck which is worthy of their attention & preservation.⁶

After his retirement from the White House in 1817 Madison returned to his farm Montpelier (now usually spelled *Montpelier*) in Orange County, Virginia. By 1818 he apparently had the farm work so well organized that he had begun working on his papers — "to employ a portion of my leisure in gathering up and arranging these, with others relating to other periods of our public affairs."⁷ Like any rational processor of manuscript material, he refused to commit himself as to how long the job would take:

It is my purpose now to devote a portion of my time to an exact digest of the voluminous materials in my hands. How long a time it will require under the

⁵ Copy of will, dated Apr. 15, 1835, in Murphy collection of Presidential wills.

⁶ Copy in Madison papers, vol. 19.

⁷ Madison to Charles J. Ingersoll, Jan. 4, 1818, in *Letters and Other Writings of James Madison*, 3:58 (Philadelphia, 1865), hereafter cited as *Letters*.

interruptions & avocations which are probable I cannot easily conjecture. Not a little will be necessary for the mere labour of making fair transcripts. By the time I get the whole into a due form for preservation I shall be better able to decide the question of publication.⁸

Dolley Madison, writing to her friend Mrs. Andrew Stevenson in 1826, expressed a thought that must have occurred to many manuscript assistants and archivists through the years:

my husband is fixed here, and hates to have me leave him. This is the third winter in which he has been engaged in the arrangement of papers, and the business seems to accumulate as he proceeds, so that it might outlast my patience, and yet I cannot press him to forsake a duty so important, or find it in my heart to leave him during its fulfillment.⁹

In spite of numerous visitors and necessary interruptions, Madison worked faithfully at his self-imposed duty. In 1827 he wrote to Robert Walsh, Jr., who had requested contributions to the *American Quarterly Review*, that retirement had not given him the free time he needed; his work was hindered by the mails, the "neighborly intercourse," the duties of a member of the Board of Visitors of the University of Virginia, and the "stiffening of the fingers which use the pen . . . Such has been the accumulated force of the causes alluded to, that I am yet to put a final hand to the digest and arrangement of some of my papers, which may be considered as a task due from me."¹⁰

In replying to queries about the possibility of publishing his papers and in answering reference queries, Madison frequently described the papers. He wrote to Tench Coxe, "The papers which I happen to have preserved are considerable, and some of them doubtless very valuable; but they are, for the most part, suited rather for general and future use than for occurrences of the day."¹¹ In reply to Charles J. Ingersoll, who was contemplating a history of the Revolution, Madison said, "But you much overrate, I fear, 'my private papers,' as distinct from those otherwise attainable. They consist, for the most part, of my correspondence with the heads of Departments, particularly when separated from them, and of a few vestiges remaining of Cabinet consultations."¹² The processor familiar with the mass of papers in the collections of more recent Presidents can deeply appreciate his references to "that portion of the mass

⁸ Draft of letter to Thomas Ritchie, Sept. 15, 1821, in Madison papers, vol. 69.

⁹ Allen C. Clark, *Life and Letters of Dolly Madison*, p. 223 (Washington, 1914).

¹⁰ Dec. 22, 1827, in *Letters*, 3:604.

¹¹ Nov. 3, 1823, in *Letters*, 3:342.

¹² Jan. 4, 1818, in *Letters*, 3:58.

which contains the voluminous proceedings of the Convention.”¹³ In this same letter Madison refers to the “mass of papers accumulated thro’ a long course of public life” and restates his determination to get along with the processing: “Becoming more & more aware of the danger of a failure from delay, at length I have set about it in earnest: and shall continue the application as far as health and indispensable avocations will permit.” He also complains of the “tedious arrangement” which had somewhat interfered with the tranquility in retirement that every ex-government worker dreams of and that Madison had expected “. . . after my final . . . return to a private station.”

The provenance of some of the Madison papers has been a challenging problem. In 1819 Madison, regretting that he had not always kept copies of the letters he had written, began writing to ask people to send copies of the letters he had written to them or to members of their families. Most of his friends were cooperative; but usually, instead of making copies, they sent the originals for Madison to copy or to keep. Countless valuable letters would have been forever lost without Madison’s enthusiastic collecting. In reply to his request for copies of his letters in George Washington’s papers, Bushrod Washington wrote that it would be a pleasure to furnish him with the letters “or such of them as can be found . . . for the papers sent to the Chief Justice and which are still at Richmond, have been very extensively mutilated by rats and otherwise injured by damp . . .”¹⁴ The next year, upon returning some of the Washington letters to Judge Washington, Madison expressed the hope that the “Chief Justice may not lose the opportunity of a recess” for looking up others. Madison also wrote to Jared Sparks to thank him for his promise to send copies of George Washington’s letters, “which are missing on my files.”¹⁵

Some of the gaps in the papers resulted from the failure of borrowers to return papers Madison had lent them. In 1828 he wrote to William Wirt: “Will you permit me to remind you of the letters from Mr. [Edmund] Pendleton, sent you some years ago when you were gathering materials for the Biography of Mr. Henry? I am now putting into final arrangement the letters of my correspondents.”¹⁶ Even the President was not spared. Writing to Monroe in 1820, Madison urged him to continue searching: “Perhaps the

¹³ Madison to John G. Jackson, Dec. 27, 1821; draft in Madison papers, vol. 69.

¹⁴ Bushrod Washington to Madison, Sept. 14, 1819, in Madison papers, vol. 66.

¹⁵ Madison to Judge Washington, Oct. 14, 1820, and to Sparks, Jan. 5, 1828, in *Letters*, 3: 182, 609.

¹⁶ May 5, 1828, in *Letters*, 3: 632.

remaining letters, or a part of them, may have escaped your search. Will you be so good as to renew it whenever and wherever the convenient opportunity may admit?"¹⁷ Jefferson was frequently able to supply copies of letters from his well-preserved papers.

Madison urged the preservation of the papers of others who had been active in public life. In his correspondence with biographers and historians he makes many references to the papers of his contemporaries.¹⁸ He pointed out, however, the need of caution in using such sources, observing that it was a "habit in Mr. Jefferson, as in others of great genius, of expressing in strong and round terms impressions of the moment." Madison went on to say, "It may be added that a full exhibition of the correspondence of distinguished public men through the varied scenes of a long period, would, without a *single exception*, not fail to involve delicate personalities and apparent, if not real, inconsistencies."¹⁹

Madison's strong feelings about preserving the history of the early years of the republic is expressed in a letter to Dr. William Eustis on July 6, 1819:

Ought you not to do equal justice to other things of a public bearing which may exist in no other memory or memoranda than yours, or in none where they will not perish with the possessor? The infant periods of most nations are buried in silence, or veiled in fable; and perhaps the world may have lost but little which it need regret. The origin and outset of the American Republic contain lessons of which posterity ought not to be deprived; and, happily, there never was a case in which a knowledge of every interesting incident could be so accurately preserved. You have lights, I am persuaded, which ought not to be forever under a bushel.²⁰

Besides trying to complete his correspondence files, Madison collected and preserved other perishable records and information. His interest in the origin of the "Constitution of Virginia and its accompanying Declaration of Rights" prompted him to write to George Graham, Commissioner of the General Land Office, that he had heard that among the papers left by Col. George Mason there was "one containing the 'Declaration of Rights' in his own hand. This paper may be a proper link in the chain of the proceedings. In whose hands are those papers? Or can you yourself procure me a *literal* copy of that particular paper, or any others throwing light on the investigation?"²¹ In a reply to Thomas S.

¹⁷ Nov. 9, 1820, in *Letters*, 3:188.

¹⁸ See Madison to various correspondents, in *Letters*, 3:365, 582, 607, and 4:198, 306.

¹⁹ Madison to Nicholas P. Trist, May 1832, in *Letters*, 4:218.

²⁰ *Letters*, 3:140.

²¹ Apr. 5, 1827, in *Letters*, 3:575.

Hinde, denying the rumor that he was writing a history of the country, he wrote: "The authentic facts, which it appears you happen to possess relating to the criminal enterprise in the West during the administration of Mr. Jefferson, must merit preservation as belonging to a history of that period; and if no repository more eligible occurs to you, a statement of them may find a place among my political papers."²²

Madison recognized the desirability of having his manuscript collections supported by the best reference library obtainable. Originally among his papers were many pamphlets and broadsides, which are now in the Rare Book Room of the Library of Congress.

In 1810 President Madison received a report from a congressional committee that had been appointed "to inquire into the state of the ancient public records and archives of United States." On April 28 of that year he signed an act to provide "as many fireproof rooms as shall be sufficient for . . . all the public papers and records . . . of the state, war or navy departments."²³ Madison's concern with the preservation of material in the public archives prompted him to send a document, the "Talk" with the Indians at the beginning of the war, to be "officially preserved as one proof of the spirit and policy of the administration in relation to the Indians."²⁴ He was familiar with the arrangement of government archives and often sent for information from the State Department records.²⁵ In a letter to William Plumer, Jr., Madison approved of his plan to write a history of the war, and said that he was sure that the departments or officers of the Government "will be always ready to contribute proper information for an undertaking laudable in its object . . ."²⁶

Writing to Monroe in 1820, Madison asked, "What is to become of the secret journals of the old Congress, and when will the press give them to the public?"²⁷ Shortly before his death he again mentioned his interest in them: "I cannot but think, however, that the

²² Aug. 17, 1829, in *Letters*, 4:45.

²³ 2 Stat. 590; Wayne C. Grover, "The National Archives at Age 20," in *American Archivist*, 17:99 (Apr. 1954). See also Percy Scott Flippin, comp., "The Archives of the United States Government; a Documentary History, 1774-1934," a typescript (1938) in the National Archives Library.

²⁴ Madison to Thomas L. McKenney, May 2, 1825, in *Letters*, 3:488.

²⁵ Madison to Edward Everett, Feb. 18, 1823, to Henry Wheaton, July 11, 1824, to Samuel H. Smith, Nov. 4, 1826, and to Dr. J. W. Francis, Nov. 7, 1831, in *Letters*, 3:298, 443, 533, and 4:200.

²⁶ July 14, 1815, in *Letters*, 2:608.

²⁷ Nov. 19, 1820, in *Letters*, 3:188.

preservation of the original journals of the Legislature is undervalued . . .”²⁸

Madison, who once referred to himself as “the only surviving source of information on certain subjects now under investigation,”²⁹ was harassed with requests to aid in the preparation of books or articles, to comment on recently published material, and to search his papers for information when someone’s character had been impugned. His self-imposed duties as a reference librarian were time-consuming and tedious. Always scholarly and thorough, he often expressed regret at not being able to do more; because of rheumatism in his hands he was “in a manner disqualified for researches which require the handling of papers.”³⁰ He always encouraged the use of original source materials and once scolded Henry Lee for not looking for the material he wanted in Lee’s father’s papers.³¹ In answering reference questions Madison shared the feelings of all archivists who have to deal with an inquirer who has not read the printed material available on his subject. Writing to James Robertson, who was interested in writing a history of the Constitution and Articles of Confederation, he mentioned a few printed sources, but he did not feel it necessary to list others which would “fall within your obvious researches . . . The Library at Philadelphia is probably rich in pertinent materials. Its catalogue alone might point to such as are otherwise attainable.”³² Isaac Lea was referred to a young institution, the Library of Congress; Madison did not have the Virginia newspapers he had suggested as sources and did not know where they could be found, “unless, indeed, they should have been included in the Library of Mr. Jefferson, now forming part of that of Congress.”³³ Madison’s cognizance of materials to be found in the archives of the States appeared in a letter of Mar. 19, 1836, to C. Fenimore Williston: “The archives of the States seem, therefore, the resort first presenting itself.”³⁴ And he showed his respect for historical societies in a letter thanking Frederick Peyster for the published collections of the New York Historical Society: I sincerely wish it every success in its laudable undertaking, and that its example may be followed in all the States composing our Union. Such Institutions will

²⁸ Madison to William C. Rives, Apr. 19, 1836, in *Letters*, 4:432.

²⁹ Madison to ———, June 28, 1831, in *Letters*, 4:187.

³⁰ Madison to James T. Austin, Feb. 6, 1832, in *Letters*, 4:215.

³¹ Aug. 14, 1833, in *Letters*, 4:306.

³² Mar. 27, 1831, in *Letters*, 4:167.

³³ Apr. 3, 1828, in *Letters*, 3:626.

³⁴ *Letters*, 4:431. Unfortunately Richard Bartlett, member of the New Hampshire Historical Society, did not send out his questionnaire about the preservation of State archives until a few months after Madison’s death.

afford the best aids in procuring, and preserving, the materials otherwise but too perishable, from which a faithful history of our country must be formed — a history which, if well executed, will be superior to the most distinguished, in the authenticity of its facts, and inferior to none in the lessons which it is the province of the Historian to convey to posterity.³⁵

Madison was not infallible as a practicing archivist. He once made a mistake as to the identity of Benjamin Franklin's handwriting; 2 years later he wrote to apologize and correct his error.³⁶ He attempted to make amends for his horrible practice of mutilating valuable documents for autograph collectors by supplying in his own hand the missing name. On a George Washington letter of Dec. 6, 1795, he wrote, "The paragraph cut off, sent as a requested autograph to the Rev. Mr. Sprague."³⁷ In this case he also supplied the last line of the letter.

Errors in dating some of the papers he was working on after his retirement may be attributed to the uncertain memory of an old man as well as to the absence of adequate reference sources. The modern archivist's problem of not being able to find a document that obviously "should be there" is one that Madison would have appreciated. "It happens, odd as it may seem, that I cannot find, among my papers, printed or manuscript, a copy of the Message" — the veto message of Mar. 3, 1817.³⁸

Madison, perhaps influenced by Jefferson, often stated his belief that public records should be available to inspection. Thanking Daniel Webster for some congressional documents, he wrote, "Among the characteristic attributes of our Government is its frankness in giving publicity to proceedings elsewhere locked up as arcana of State."³⁹ In sending five dollars to John Brannan for "the volume containing the official letters of the military and naval officers during the late war," Madison wrote, "it is due to the men who have given such noble examples for future emulation, to the country boasting them, and to all to whom such documents may be objects of patriotic curiosity, or materials for historical or other use, that they should be put into the best forms for preservation, and into situations diffusively accessible."⁴⁰ Writing to John McLean about the proposed publication of the archives of the Con-

³⁵ 1833 [?], in *Letters*, 4: 325.

³⁶ Madison to Jacob Engelbrecht, Oct. 20, 1825, June 20, 1827, in *Letters*, 3: 502, 585.

³⁷ Stan V. Henkels, comp., *Catalogue No. 694; Washington-Madison Papers Collected and Preserved by James Madison, Estate of J. C. McGuire*, p. 60 (1892).

³⁸ Madison to Trist, June 3, 1830, in *Letters*, 4: 87.

³⁹ Feb. 25, 1825, in *Letters*, 3: 484.

⁴⁰ July 19, 1823, in *Letters*, 3: 328.

federation, Madison said, "It seems very proper, that whatever is valuable in the unpublished Archives of the Revolution, and may no longer be under a seal of secrecy, should be secured against the waste and casualties of time by a multiplication of printed copies . . ." ⁴¹ This is the same philosophy expressed by Jefferson in a letter to Ebenezer Hazard in 1791:

They are curious monuments of the infancy of our country. I learn with great satisfaction that you are about committing to the press the valuable historical and state-papers you have been so long collecting. time & accident are committing daily havoc on the originals deposited in our public offices. the late war has done the work of centuries in this business. The lost cannot be recovered; but let us save what remains: not by vaults and locks which fence them from the public eye and use, in consigning them to the waste of time, but by such a multiplication of copies, as shall place them beyond the reach of accident. ⁴²

Madison had a continuing interest in the publication of historical material and never failed to agree with suggestions that his own papers should be published, but he held that such publication should be posthumous — posthumous as to others as well as himself. ⁴³ Writing to Thomas Ritchie in 1821 he explained his hesitancy to publish at that time:

It is true as the public has been led to understand that I possess materials for a pretty ample view of what passed in that assembly [the Convention of 1787]. It is true also that it has not been my intention that they should forever remain under the veil of secrecy. Of the time when it might not be improper for them to see the light, I had formed no particular determination. In general it had appeared to me that it might be best to let the work be a posthumous one; or at least that its publication should be delayed till the Constitution should be well settled by practice, & till a knowledge of the controversial part of the proceedings of its framers could be turned to no improper account. Delicacy also seemed to require some respect to the rule by which the Convention "prohibited a promulgation without leave of what was spoken in it." . . . The legitimate meaning of the instrument [the Constitution] must be derived from the text itself . . . ⁴⁴

This hesitancy may be traced to the assembling of the Convention on May 29, 1787, when, in spite of Jefferson's objections, Madison's wish prevailed that nothing spoken in the house should be printed or communicated without permission. Madison thought that such an order would "save both the convention and the community from a thousand erroneous and perhaps mischievous re-

⁴¹ Feb. 2, 1824, in *Letters*, 3:362.

⁴² Draft, Feb. 18, 1791, in Jefferson papers, vol. 61, Library of Congress.

⁴³ Madison to Henry Lee, Aug. 1824, in *Letters*, 3:449.

⁴⁴ Draft, Sept. 15, 1821, in Madison papers, vol. 69.

ports."⁴⁵ In 1799 Jefferson was trying to persuade Madison to make public some of his vast knowledge of the affairs of state:

there has been a general complaint among the members that they could hear but one side of the question, and a great anxiety to obtain a paper or papers which would put them in possession of both sides. . . . this summer is the season for systematic energies & sacrifices. the engine is the press. every man must lay his purse & his pen under contribution to the former. it is possible I may be obliged to assume something for you. as to the latter, let me pray & beseech you to set apart a certain portion of every post-day to write what may be proper for the public [and] send it to me while here. . . . You can render such incalculable services in this way as to lessen the effect of our loss of your presence here.⁴⁶

Although neither Jefferson nor Madison ever fully recorded the history they so often urged others to write, both realized how valuable their own papers would be to future historians. In 1823 Jefferson was encouraging Judge William Johnson to finish his history of parties:

We have been too careless of our future reputation . . . Mr. Madison will probably leave something, but, I believe, only particular passages of our history and these confined to the period between the dissolution of the old and commencement of the new government, which is peculiarly within his knowledge. After he joined me in the administration, he had no leisure to write. This too, was my case. But although I had not time to prepare anything express, my letters, (all preserved) will furnish the daily occurrences and views from my return from Europe in 1790, till I retired finally from office. These will command more conviction than anything I could have written after my retirement; no day having ever passed during that period without a letter to somebody. Written too in the moment, and in the warmth and freshness of fact and feeling, they will carry internal evidence that what they breathe is genuine. Selections from these, after my death, may come out successively as the maturity of circumstances may render their appearance seasonable. But multiplied testimony, multiplied views will be necessary to give solid establishment to truth. Much is known to one which is not known to another, and no one knows everything. It is the sum of individual knowledge which is to make up the whole truth, and to give its correct current through future time.⁴⁷

Madison has been criticized for altering his letters and manuscripts during the time that he was working on them after his retirement. Perhaps the strongest charges of this kind were made by

⁴⁵ Quoted in Irving Brant, *James Madison; Father of the Constitution, 1787-1800*, p. 19 (New York, 1950).

⁴⁶ Feb. 5, 1799, in Madison papers, vol. 21.

⁴⁷ Mar. 4, 1823, in Paul Leicester Ford, ed., *Works of Thomas Jefferson*, 12: 277-279 (New York, 1904).

William W. Crosskey in his *Politics and the Constitution in the History of the United States*, when he attempted to convict Madison of falsifying his notes of the Federal Convention. Crosskey, referring to "certain spurious passages," assigns to Madison the motives for "forging them." This book has been reviewed by Irving Brant,⁴⁸ who had earlier pointed out in his biography that Madison, hoping for the publication of his papers after his death, undertook some editorial revision and did an honest job of it, not changing his notes to conform with a later point of view on States rights.⁴⁹ Mr. Brant thinks that if Mr. Crosskey's charges were true, Madison would be rated as one of the most accomplished forgers in the world's history. Madison would have had to replace four pages of the original notes on the debates (written on folded sheets bound together, a part of the Madison papers at the Library of Congress) "with fictitious notes written after 1819 on a blank sheet of paper with the same watermark as that used in 1787 and duplicate at about the age of 70 a youthful handwriting which had disappeared from all his other writings." Mr. Brant continues:

Perhaps the best commentary on all this was furnished by Madison himself when Jonathan Elliot sent him in 1827 the proof sheets of his book containing the debates in the Virginia Convention and asked him to correct his speeches. Replying that he found passages that were defective, obscure, unintelligible or erroneous, . . . Madison told the editor that "it might not be safe nor deemed fair" to correct them after so many years. "If I did not confound subsequent ideas and varied expressions with the real ones, I might be supposed to do so."⁵⁰

Matters of the heart may have warranted some censoring. On Apr. 22, 1783, Madison wrote in code to Jefferson to tell him of his happiness at being engaged to 16-year-old "Miss Kitty" — Catherine Floyd. Almost half a century later, when he was nearly 80 years old, Madison obliterated the passage and wrote in the margin "undecypherable." The letter to Jefferson, Aug. 11, 1783, in which Madison described his disappointment when the engagement was broken, was written in carefully guarded language; but Madison later thoroughly inked out the passage. Able scholarship and the fading of some inks over the years have revealed some of the deleted matter, but not even modern photographic skills have succeeded in revealing all of it.⁵¹ This mutilation was done by a

⁴⁸ In *Columbia Law Review*, 54:443-450 (Mar. 1954).

⁴⁹ Brant, *Madison, 1787-1800*, p. 22.

⁵⁰ Brant, in *Columbia Law Review*, 54:447.

⁵¹ For interesting discussions of these letters, see Brant, *James Madison the Nationalist, 1780-87*, p. 28 (New York, 1948); and Julian P. Boyd, ed., *The Papers of Thomas Jefferson*, 6:262, 335 (Princeton, 1952).

sensitive man who was probably protecting his own feelings as well as those of his beloved Dolley.

In another instance, however, Madison *did* change, rather extensively, an early letter to conform to public opinion of a later day. Until 1953 Madison's letter of Oct. 17, 1784, to Jefferson concerning the time he had spent with the Marquis de Lafayette was known only in the version Madison had created in his old age. He not only obliterated Jefferson's decoding in places but in some cases skillfully altered the numbers of the code and obviously attempted to imitate Jefferson's handwriting. Portions of the obscured matter have been published for the first time in *The Papers of Thomas Jefferson*.⁵² As an example of the changes made by Madison, his revised version of one sentence — the only one previously known — reads, "In a word, I take him to be as amiable a man as can be imagined."⁵³ The original version, now exposed, reads, "In a word, I take him to be as amiable a man as his vanity will admit."⁵⁴ Lafayette's triumphal tour in the United States a few years before Madison received his letters to Jefferson made him hesitate to leave his original opinion for all to see.

Whatever Madison's reasons were for making a few changes in his "voluminous mass" of letters, we can be grateful for the measure of archival conscience that led him to preserve even mutilated letters rather than to choose the easier method of destroying them altogether.

The considerable contributions made by Dolley Madison to the care and preservation of the papers must not be forgotten. In spite of spies and intrigues, she managed to secure irreplaceable papers one hot August day in 1814 when the British came to Washington. According to legend Madison's papers relating to the Constitutional Convention of 1787 were stuffed into the little red leather-bound chest now preserved in the stacks of the Manuscript Division of the Library of Congress. Her anxious husband (according to a letter written by Dolley to her sister, Lucy Washington Todd, on Aug. 23, 1814) had left her, on his way to the forces defending Washington, "beseeching me to take care of myself, and of the Cabinet papers, public and private."⁵⁵ A less romantic but no less valuable contribution made by Dolley was her efficient manage-

⁵² 7: 444-452.

⁵³ *Letters*, 1: 106.

⁵⁴ *Jefferson Papers*, 7: 446.

⁵⁵ Katharine S. Anthony, *Dolly Madison; her Life and Times*, p. 224 (New York, 1949).

ment of the household at Montpelier, which gave Madison more time for his papers. She was the "friend and amanuensis" in the years when Madison was increasingly handicapped by rheumatism.⁵⁶ She willingly entertained all the people Madison invited to come and stay with them while doing research in the Madison papers. Jared Sparks spent

five delightful days at Mr. Madison's. . . . I have been busy also in copying and abridging curious papers, with which he has furnished me, relating to the history of the old Congress and other events . . . He seems busy in arranging his papers. While he was in the old Congress, he rarely kept copies of his letters, though he wrote many. He has recently succeeded in procuring nearly all the originals from the descendants of the persons to whom he wrote them. I imagine he has preserved all the materials for a history of the convention for framing the Constitution, and probably of his later political life.⁵⁷

Madison also profited by the exchange of information with his guests. Reporting to Monroe on another visit made by Sparks 7 years later, Madison wrote that Sparks "is, I find, possessed of a great and valuable mass of official information relating to the Cabinet policy of G. Britain and France during our Revolutionary period, having been allowed access to the secret archives of both, and even to take copies from them . . ." ⁵⁸ Undoubtedly Montpelier was, for a time, the ideal Presidential library: the papers finally arranged, the archival creator himself happily aiding the searcher, and a genial, liberal hostess presiding over a well-run plantation home! It is likely that Dolley would have welcomed the financial support now available to Presidential libraries under the Federal Records Act of 1950, but Madison himself favored a centralized repository: "an original record known to exist in a central repository can always be consulted for public or private purposes." ⁵⁹ It would have been difficult, however, for Madison to have refused congressional appropriations for secretarial assistance. In his so-called "Autobiography" he complained of being diverted from his farm and his books "by an extensive and often laborious correspondence (as his files show) which seems to be entailed on Ex-Presidents, especially when they have passed a like prolonged &

⁵⁶ Madison to W. A. Duer, June 5, 1835, in *Letters*, 4: 378.

⁵⁷ Herbert B. Adams, *Life and Writings of Jared Sparks*, 1: 567 (Boston, New York, 1893).

⁵⁸ Madison to James Monroe, May 18, 1830, in *Letters*, 4: 83.

⁵⁹ Madison to Rives, Apr. 19, 1836, in *Letters*, 4: 432. See also Madison to B. W. Leigh, May 1, 1836: "It is clear, I think, that a preservation of the original journals derives, from their legal authenticity and constant accessibility at a known spot for public or private purposes, a peculiar value . . ." *Letters*, 4: 433.

diversified career in the public service.”⁶⁰ Although both Jefferson and Madison, following the precedent set by George Washington when he left office, considered their papers personal and took them to their homes in Virginia, they respected the public archives and contributed wherever possible to their preservation and accessibility. Soon after leaving the White House in 1809 Jefferson forwarded to Madison “several letters which must have been intended for the office, & not the person named on the back. They belong therefore to your files.”⁶¹

Madison’s fears about the disposition of his papers were realized. In 1857, hearing that the State Department had placed them in the hands of William C. Rives, the Madison biographer, Edward Coles “recalled very forcibly & fearfully . . . the embarrassment Mr. Madison felt in disposing of his papers after his death and his apprehensions, often expressed to me, that they might get into the hands of bad men, who might filch or alter them.”⁶² After Madison’s death many of the papers were sold outside the Government — another result of not listing or specifically defining “papers.” Happily many of the alienated papers were restored to the main body of the Madison papers at the Library of Congress when the Chicago Historical Society sold its Madison collection to the Government.

Mrs. Madison, to whom the President left his papers, confirmed his wishes for early publication. In her letter to President Jackson, offering the manuscripts to the Government, she wrote, “His anxiety for their early publication . . . may be inferred from his having them transcribed and revised by himself; and, it may be added, the known wishes of his illustrious friend Thomas Jefferson, and other distinguished patriots, the important light they would shed for present as well as future usefulness.”⁶³ President Jackson, in transmitting Dolley’s proposal to Congress on Dec. 8, 1836, said that he was “persuaded that the work of Mr. Madison . . . well deserves to become the property of the nation, and cannot fail, if published and disseminated at the public charge, to confer the most important of all benefits on the present and succeeding generations, accurate knowledge of the principles of their Government, and the circumstances under which they were recommended and embodied in the Constitution, for adoption.”⁶⁴

⁶⁰ “Autobiography,” in Madison papers.

⁶¹ Mar. 24, 1809, in Madison papers, vol. 37.

⁶² Edward Coles to Rives, Feb. 3, 1857, in William C. Rives papers, Library of Congress.

⁶³ Nov. 15, 1836, in Henry D. Gilpin, ed., *Madison Papers*, 1: xvi (Washington, 1840).

⁶⁴ Gilpin, *Madison Papers*, 1: xviii.

Madison would have rejoiced at the "multiplication of copies" provided for in Public Law 85-147, signed by President Eisenhower on Aug. 16, 1957, authorizing and directing the Librarian of Congress to index, arrange, and microfilm the Presidential papers in the Manuscript Division of the Library. Within the past year work has begun on a long-overdue, definitive edition of Madison's papers. This 12-year project is a cooperative undertaking of the University of Chicago and the University of Virginia; both the Ford and Rockefeller Foundations have made substantial grants.⁶⁵ The National Historical Publications Commission has made valuable contributions to the planning. It is interesting to compare these plans for a 22-volume edition with an undated plan found in the William C. Rives papers, apparently in the handwriting of Dolley Madison: "Exclusive of the Debates &c disposed of to Congress I estimate that the correspondence & writings of Mr. Madison will contain matter sufficient to form 6 vol^s of equal size with Tucker's Life of Jefferson."⁶⁶

Madison, careful, painstaking historian, would share our gratitude that after 121 years the records he cherished will become accessible to all. As an archivist he knew all the routine problems of today: processing, reproductions (by transcript instead of microfilm), writing acquisition letters for new materials, answering reference inquiries of people who failed to give adequate information and of others who expected to use restricted materials, protecting literary rights⁶⁷ and trying to find records that had been destroyed. He had, indeed, the fundamental qualifications for anyone working with manuscripts — a deep feeling for the past and a great respect for the papers upon which its history is recorded.

⁶⁵ *New York Times*, Nov. 18, 1956, p. 125. The spelling of Mrs. Madison's first name is the subject of a more recent announcement in the *Times* (Apr. 13, 1958). The editors will use "Dolley," the spelling which she used in signing her will.

⁶⁶ Rives papers, box 150.

⁶⁷ Madison to Martin Van Buren, draft of a letter objecting to the publication of his letters without permission, in *Letters*, 3: 174.

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Property Rights and Business Records

By ROBERT W. LOVETT¹

Baker Library

WHEN I was asked to appear on a program devoted to literary property rights, I wondered at first how the subject could possibly relate to business records. This feeling that perhaps I should not have anything to talk about was strengthened by remarks of a few of my friends in manuscript work (and by some of the replies to the questionnaire of this Society's Committee on Business Records) that they did not treat such records differently from other manuscripts. A law librarian whom I consulted said, "the absence of data on your problem implies no problem or one completely overlooked."² In spite of these rather negative remarks, it does appear that enough experience has been gained in the past few years in acquiring and using business records to justify attention to them.

I should like to indicate briefly what some of that experience has been. Baker Library has been actively collecting business records since 1927 and now has at least the equivalent of 75,000 volumes. Incidentally, we refer to business manuscripts rather than records or archives, since the material, after it comes to us, is no longer in original custody. Many other libraries and institutions are also collecting in this field, and I wish to acknowledge here the helpful comments of Mrs. Fox, of Cornell University; Miss Harper, of the State Historical Society, Wisconsin; Dr. Pargellis, of the Newberry Library; Mrs. Renze, of the State Historical Society, Colorado; and Miss Kane, of the Minnesota Historical Society. These persons and many others who replied to the committee's questionnaire of last year testify to an increasing awareness of the importance of business records for many kinds of research. Our questionnaire was distributed to 136 libraries and historical societies, and of the 82 who replied all but 4 indicated that they had some

¹ Paper read at the annual meeting of the Society of American Archivists in Columbus, Ohio, in October 1957. The author, who has contributed several articles to this magazine, is in charge of manuscripts at the Baker Library, Harvard University School of Business Administration.

² Earl C. Borgeson to the author, Aug. 20, 1957.

business manuscripts in their collections. Perhaps a quarter or a third of these institutions have only a few items (such as some early account books, letters, or articles of incorporation for a leading local business firm); but the number of those with substantial collections of business material is considerable. I shall refer to the questionnaire again, but those who wish a full account may find one in a recent issue of the *American Archivist*.³

I need not here describe in detail progress in the writing of business history, stemming from the work of Professor Gras at the Harvard Business School. Nor need I list the achievements of the various management consultant firms, prepared to tell businesses not only how to handle their current records but also how to establish archives and to meet the needs of historians. I can pass over too the achievements of individual firms in setting up archives, of which Ford and Firestone are excellent examples. For all this has been recorded before, by Dr. Holmes' article in the *American Archivist* in 1954, and more recently by my own account in *Library Trends*.⁴ But these developments do call attention to a growing concern with business records on the part of the firms themselves, custodians of manuscripts, and historians.

I wish to emphasize here some of the ways in which business records differ from the usual literary and historical manuscripts. One aspect is their bulk, with the corollary that long series often have to be sifted before useful conclusions can be drawn. This in turn may make it possible to sample some series, discarding parts of them. Another characteristic of business records is that day-to-day routine records are often summarized in more useful form, thus making it possible to discard certain primary series. Business records also generally have no monetary value; most such collections come to libraries as gifts or loans. All of these characteristics raise the question of the disposal of unwanted material; and, if the firm is still in existence, the problem is still further complicated.

If there are differences in the handling of business records, there are also differences in their use. By their very nature, a high proportion of them is likely to be of fairly recent date. And continuing businesses are naturally reluctant to have their competitors learn of their inner workings. I wish to consider these dual aspects of handling and of use, first considering those records that are still

³ Robert W. Lovett, "Business Records in Libraries," in *American Archivist*, 20: 253-261 (July 1957).

⁴ Oliver W. Holmes, "Some Reflections on Business Archives in the United States," in *American Archivist*, 17: 291-304 (Oct. 1954); Robert W. Lovett, "Care and Handling of Non-Governmental Archives," in *Library Trends*, 5: 380-389 (Jan. 1957).

under control of the company and then those that have been acquired by libraries or historical societies. Even in the latter case I shall examine mainly the situation in which the company still functions; for if the company no longer exists the question of legal or property rights in the handling and use of its records differs little from that raised by any other manuscript material.

Legally, a corporation has a continuing existence, independent of the lives of its directors and stockholders. Although individual businessmen and corporations have, so far as I can see, absolute property in their records, they are in practice hedged about with many restrictions. State laws providing for the incorporation of a business generally require that records, particularly minutes of meetings, be kept. To reinforce the common-law right of a stockholder to have access to the records of his company, provided his purpose is justifiable, many States have enacted laws allowing access to the stock ledger specifically.⁵ There is of course the obvious need of the businessman to keep a record of what has been done, if only to protect himself against unjust claims. Legally, such purposes of recordkeeping are restricted by statutes of limitations to definite periods of time, generally not more than 7 years. State and Federal governments now require that many records be kept, again for varying periods of time. One thinks in this connection of records to support tax returns, of information required by the Securities and Exchange Commission, of records relating to employment and social security, and of regulations of the Interstate Commerce Commission. Checklists of these State and Federal requirements and of the common practices of business in relation to them are often issued by record management consulting firms, manufacturers of safes, and purveyors of filing systems. One can hardly blame the businessman, harassed by such matters, for not giving thought to the long-range interests of the historian.

Yet, human nature being what it is, many large collections of business records have in the past been preserved, whether as a result of family pride, inertia, or some other cause. I have on several occasions gone into vaults or lofts and found complete series of records, even to canceled checks and vouchers — truly an embarrassment of riches. The writings of such men as Professor Gras, Dr. Larson, Dr. Pargellis, and Dr. Bahmer have helped to convince

⁵ John R. Bartels and Eugene T. J. Flanagan, "Inspection of Corporate Books and Records in New York by Stockholders and Directors," in *Cornell Law Quarterly*, 38:289-320 (1952-53); "Inspection of Corporate Books and Records in Delaware," in *Virginia Law Review*, 41:237 (1955), note by R. W. B.

present-day businessmen of the historical significance of their records. Here again we meet with the problem of selection, and firms specializing in record administration and control are trying to show businessmen how the significantly valuable core can be separated from the mass. New developments in the techniques of microfilming and recording can also be of service in the control of modern records. Material is available on the practices of courts in the acceptance of microfilm in evidence and on the preparation and use of interviews as a means of supplementing a firm's records.⁶ For the large modern corporation the only effective way to meet its record problem is to embark on a complete record management and archival program.

As a start on such a program may I be permitted to cite the experience of Harvard University; for, although it is an educational institution, it is also, I believe, the oldest corporation still in existence in this country. In 1939 the Harvard Corporation adopted among its archival regulations, the following:

All administrative officers of the University, including officers of instruction whose regular or occasional performance of administrative duties puts them in possession of files, records or documents pertaining to their official duties, are requested to observe the following regulations:

1. The archives of the official activities of University officers and offices are the property of the University.

2. Such property is not to be destroyed without the approval of a committee of three consisting of (a) the Secretary to the Corporation; (b) the Director of the University Library; (c) the officer in charge of the department where the papers accumulate.

3. The officer in charge of each administrative office will be the judge as to how long it is convenient to hold obsolete papers in his own office under his direct control.

4. All archive material, when no longer wanted in the office to which it pertains, shall be sent to the University Archives in the College Library. The term "archives" in the above statement is taken as meaning: (1) files of letters, both sent out and received; (2) records and memorandum books, ledgers, journals, cash-books, vouchers, mimeographed and similar material; (3) the files of any matter printed for official uses; and (4) other business materials such as photographs of University functions and architectural drawings of University buildings.⁷

I quote this regulation as illustrating the assistance that the his-

⁶ Denmar A. Cope, *Adequacy of Business Records for Legal Purposes* (Lawrence, Kans., University of Kansas School of Business, 1955); Owen W. Bombard, *Speaking of Yesterday* (Dearborn, Mich., Ford Motor Co. Archives, 1952); Helen M. White, "Thoughts on Oral History," in *American Archivist*, 20: 19-30 (Jan. 1957).

⁷ *Harvard University Archives*, p. 1 (Cambridge 1957).

torian may expect to find where provisions are made for preserving the archival material of a corporation.

If the records are not made available, however, the fact that they have been preserved is not of much practical use to the historian. It is encouraging to note that more and more business firms, motivated by a desire to correct the earlier misconceptions of business, are opening their archives to scholars. In a survey of railroads, made on behalf of the Lexington Group in 1956, it was found that, of 36 replies received, 26 indicated that trained historians might have access to the records, and the other 10 that specific requests would be considered.⁸ Other industry groups, such as the Forest History Foundation, are trying to bring together the firms, the libraries, and the historians.

Many excellent histories of large modern firms have appeared; one of the groups active in this field is the Business History Foundation, of New York City. Before undertaking the history of a company, the foundation requires, first, that there be adequate records; second, that there be full access to men and records; and third, that there be freedom to publish. It is further expected that money to cover the cost of the history will be deposited beforehand. The agreement may quite likely be covered in an exchange of letters but it is based fundamentally on a mutual feeling of confidence. With such a feeling, any differences of interpretation can be easily overcome. For example, in the matter of access to records, one may meet with the distinction between official and personal papers, similar to that found in the records of Government officials. And it may wisely be agreed that in the final publication nothing will be revealed that would, in a specific instance, make trouble for the company. Criticism from officials of the company is welcomed, but the important point is that the author is finally responsible for what is or is not included.

An interesting account of the reception that an author received in doing research in the records of a company still in existence is to be found in Thomas R. Navin's history of the Whitin Machine Works:

When I began research on the Whitin project in 1946, I was greeted in Whitinsville with exclamations of incredulity. No one could believe that I had been given permission to see all the company's records and that I had been granted freedom to publish whatever I found. As a family concern the company had always treated its records as the private property of the Whitins.

⁸ Reports prepared by R. C. Overton for distribution to the Lexington Group, 1947 and 1956.

Executives of the company and their assistants to whom the records were entrusted had come to feel the responsibility of their trust and had learned to shield the records from the prying eyes of outsiders. My work necessarily took me where even the government's agents had not previously inquired and, for the first few months, brought me into one cul-de-sac after another until the company's reticent New Englanders grew accustomed to what seemed to them to be indiscriminate snooping.

Navin later writes:

In general it may be said that most American companies have not yet reached the point where they are willing to let outsiders have full access to their materials without the exercise of a controlling judgment over what is written from those materials. Those companies that have reached that point are generally of two types. There are those firms who are proud of their past and who are conscious that no fair investigator could write anything seriously damaging to their reputations. There are also a few firms whose present-day managements, for one reason or another, feel no responsibility for the deeds or misdeeds of past managements and so feel free to have the past exposed to public scrutiny no matter what the consequences. In both cases it should be emphasized that companies feel free to waive censorship only when they have confidence that the authors of their histories have no preconceived theories for which they are merely seeking supporting ammunition.⁹

It is worth noting that publication, in the case of business records, is seldom that of an individual letter or document, though such use may be part of it. It is more often a matter of drawing conclusions, often statistical ones, from a whole series of records. The material used is often anonymous. Even where it is signed, there is little question that, if prepared on company time, it is the physical property of the company. An expert on copyright practice declares, "The only exception to the rule of the author's right in his own letters are letters of an agent to an employer, and of men in public office writing in official capacity."¹⁰ Examples of the publication of the complete records of a business enterprise, or even of the letters of a businessman, are not very numerous. The more usual aspects of the question of literary property rights are exemplified in the case of letters of authors in the records of a publishing firm or a professor's letters in a university archives. Or what about an unpublished memoir by an officer of a business concern, found in its records?

As an example of regulations for the use of an institution's ar-

⁹ Thomas R. Navin, *Whitin Machine Works Since 1831*, p. xxvi, 562 (Cambridge, Harvard University Press, 1950).

¹⁰ Margaret Nicholson, *Manual of Copyright Practice*, p. 116 (2d ed., New York, Oxford University Press, 1956).

chives, I should like to quote again from those for the Harvard University Archives:

Departmental records for 1909 or earlier may be consulted after authorization by the Librarian or his representative (the Custodian of the Archives), who in case of doubt shall refer the matter to the head of the department concerned. Quotation or publication shall be permitted only with the approval of the head of the department in question. Departmental records after 1909 may be consulted only after approval by the head of the department or division concerned.¹¹

Many businesses may feel that a 10- or 20-year restriction is enough; and, in fact, that is what Mrs. Fox tells me has been her experience at Cornell.

As I have said earlier, much information about individual businesses may be found in the archives of government regulatory agencies. Some of this is public from the start; some is kept confidential for varying periods of time. The established procedure may be found in the Federal Reports Act of 1942; and T. R. Schellenberg's book, *Modern Archives*, devotes some space to the subject.¹² In general, information about a specific business is not released unless the firm has granted its permission. A good deal of information about a company that has gone through reorganization may be found in published legal documents; and Baker Library has on occasion received from the Circuit Court exhibits relating to business.

The acceptance by libraries of the records of business firms still in existence is a matter of interest to many here, as is shown by the returns to the committee's questionnaire of last year. To the question, "Do you take records of companies still in existence?", 34 answered yes; 6 said that they would if asked; and 20 said no. Of the 34, it is likely that some have only the treasure pieces, the early records of a local firm and its founding family. But, as I have already noted, several have substantial collections, and I shall refer to some of these again. A further question was: "If you do take records of firms still in existence, are there restrictions as to use?" Twelve of the 34 replies were of the "if asked" variety. Eight answered yes; 14 said they imposed no restrictions. A final question relating in part to recent records was: "Do you attempt to weed business records after receipt?" Forty-one answered yes; 18, no. It is of interest that a few respondents hope that firms will make a

¹¹ *Harvard University Archives*, p. 4.

¹² T. R. Schellenberg, *Modern Archives; Principles and Techniques*, p. 229 (Chicago, University of Chicago Press, 1956).

financial contribution to the library when they turn over their records. It appears that, if a library serves in effect as the archives of the firm and if it is prepared to furnish reference service on the records to employees of the firm, it is entitled to recompense. Reference service however, would be likely to present a problem only if very recent records were accepted, and this is not commonly done.

It is wise, in accepting the records of companies still in being, to have some form of written agreement. Mrs. Renze emphasizes strongly the value of a deed of gift. A company may not feel legally justified, however, in giving its records away; and in such a case a loan or deposit is necessary. Even so, agreement is essential on what to do with unwanted material and how scholars may use the records. For some years Baker Library has had a card form entitled "Memorandum on Manuscript Acquisition." We do not always have it filled out, and I do not know what its legal status would be even when signed, but some of its provisions may be of interest. The introductory statement reads:

The following material is herewith presented to the Baker Library with the understanding that it shall be cared for in a manner which will, in the judgment of the Library, best provide for its physical preservation and at the same time make it most readily available to research students. The library will return to the donor all personal papers. It reserves the right to transfer to a more suitable depository valuable papers which do not pertain to business and economic history, and to destroy such papers as may, in its judgment, be of no value. The material shall be available to properly qualified research students.

On the memorandum is space for a brief description of the collection under the following topics: industry, name of firm, location, period covered, and amount and type of material. A footnote dealing with deposited material states that if no demand for its return is made by the depositor, his heirs, or his authorized representative within 20 years, it shall automatically become the property of the library. There is a space for entering specific restrictions, and the examples of those that have been written into the signed agreements cover many other matters. I shall mention a few.

One of the most restrictive is that for the Dwight Manufacturing Co. records; the company continued in a different location under different management. It provides that "all the material is to remain the property of the Dwight Manufacturing Company, reserving to us the right to withdraw any part of it." This is a common provision where the records cannot be given outright; and although it may work hardship for the library, in practice I have found that few volumes are ever recalled. In fact, I have found

that fewer businesses recall records than do historical societies that have deposited records in other libraries. A second Dwight Co. restriction is that "no part of this material will be destroyed without the permission of the company." After being troubled a few times by us, the company saw the wisdom of giving blanket permission to destroy certain routine records. It stipulated, however, that all records of original entry, as well as any data having to do with property, should be retained. This reflects a common concern for the so-called corporate records—the minute books and the general accounting series. So long as a company exists it has perhaps a legal responsibility to maintain such records; and it is justified in asking for their return should a library decide to dispose of them. The third restriction reads: "No one will be permitted to publish or make public use of these documents except with the permission of the Dwight Manufacturing Company." In practice, the company has in each case relied on the judgment of the librarian as to the fitness of users of the records: In one case, where considerable use of the records was made, the librarian did feel it his duty to question certain interpretations made by the student and to suggest that the company and the student get together to iron out differences.

Since each collection is unique, many variations in restrictions are possible. When families have given material, they have on several occasions asked that permission to publish be first obtained from them; in fact, they are likely to be more concerned than are impersonal corporations. Among corporations, banks and investment houses are particularly sensitive about the use of their records; few have as yet come to libraries. We have two collections that are to be completely sealed for a considerable period of time; it is of interest that both are the papers of individual businessmen. In the case of one, a reputable historian is writing the history of the business to which the papers refer. Fortunately, the donor (the son of the businessman in question) is still alive, and he gave permission to this one scholar to use the papers. Some of our collections have come to us because a member of the Business History Department is writing the history of the particular firm. I am glad to say that all these collections have become available for public use very soon after their receipt.

Other institutions can also furnish examples of varying treatment of individual collections. Mrs. Renze sent me a copy of the rather elaborate provisions entered into by the State Historical Society of Colorado for the use of the nonofficial papers of Gov. John

Evans. The agreement between the Newberry Library and the Burlington Lines is contained in an exchange of letters. The Minnesota Historical Society has a contract relating to a bulky set of financial records unsupported by correspondence or other papers, whereby the society may microfilm the records and destroy or return the originals. We recently received a collection from the founder of a firm who, over the years, had had a particular type of record preserved and bound in several hundred volumes. The firm changed hands; and the original owner, feeling that he had spent a good deal of money on the volumes, offered to sell them to the new owners. When the latter refused the offer, he turned them over to us. The assumption is that he had the right to do so, but the occasion might arise when the receiving library would need to seek legal advice as to such a right.

Even though the records are received from a company going out of existence, there may still be a few special problems. If bankruptcy is the reason, the records may be offered by the lawyer or receiver, who may need to withhold the recent records until the affairs of the firm have been finally settled. Persons offering the records of old family businesses may ask for the return of personal letters or diaries. They may also expect the return of stamps and stamped envelopes, although most collections have already been gone over for these. If there are restrictions, they can be incorporated in the written agreement, whether it be an exchange of letters or a more formal document. If there are none, then the treatment of the records, in the matter of literary property rights, would be the same as in the case of any other manuscript collection. Shaw states that any manuscripts given by the author to a library have in effect been published.¹³ Whether we agree with all Shaw's arguments or not, I think it is very unlikely that any legal question would arise regarding the use of older business records in libraries. You may be interested, however, in the formula that the Harvard Library has devised to answer requests for permission to publish older letters in unrestricted collections: "In so far as the Library can give permission to publish, it is given; however, the Library does not presume to act for the heirs of the writer of the letter, if such still exist; nor can it attempt to trace such heirs."

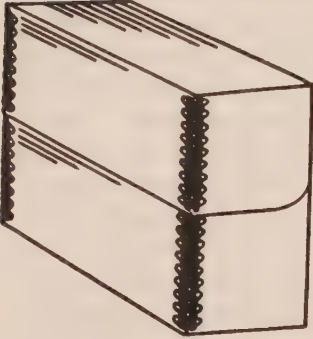
I should like to conclude by summarizing some of the points we have covered. It appears that many going concerns are happy to turn over their older records to historical societies and libraries and

¹³ Ralph R. Shaw, *Literary Property in the United States* (Washington, Scarecrow Press, 1950).

that the latter are happy to receive them. The occasion for transfer may arise at the time of an anniversary or when a firm is moving to new quarters. The impetus may come from the firm or from the depository, but it is likely that the latter will have to do some promotional work. Much help may be received from the historian doing research in the company's records, who may suggest the wisdom of turning them over to a library for preservation. It is important to have some form of written understanding, covering such matters as the disposition and use of the material. It is wise not to accept current records, which might be expected to have frequent use by members of the firm, unless the library is to be paid in some way for its labor. The library should prepare as promptly as possible a listing of the material, so that both the firm and the scholar may know what is there. Restrictions on handling and use should be kept to a minimum; but, rather than lose a collection entirely, reasonable restrictions may be accepted. The very transfer to a library of a firm's records would seem to imply their availability for use. In most cases officers of the firm are willing to rely on the judgment of the curator in granting access to scholars. If an extensive history is considered or if recent records are involved, common courtesy would suggest that the user be advised to get the company's permission for such use. The acknowledgment of material and the quotation of individual documents in published form would conform to general practices in the field of literary property rights; these I have deliberately not elaborated here.

Thus, in their legal aspects, it appears that business records in libraries do not differ greatly from other manuscripts. As my friend the law librarian wrote: "Practically speaking, there seem to be few legal problems for an institution or a corporation if such gifts are made, unless the timing is wrong." And enough experience has been acquired by libraries and business firms to guide those who are faced with problems in the handling and use of large collections of recent business records.

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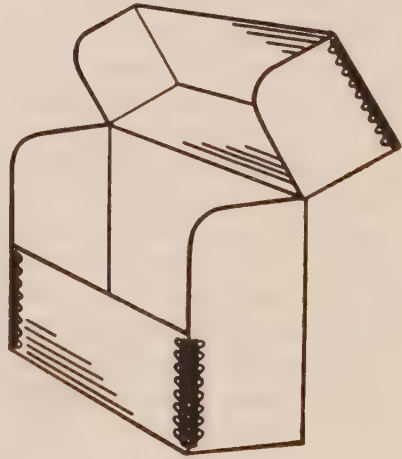
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Hand Lamination With Cellulose Acetate

By Y. P. KATHPALIA¹

National Archives of India

ROBERT W. S. Turner in his article "To Repair or Despair"² has pointed out some limitations of the process of lamination for preserving records and has posed the question, "Is an archivist to repair or despair?" The National Archives of India as far back as 1951 gave serious thought to the problem and developed in its research laboratory a simple, cheap, yet effective method of rehabilitating records, employing the same materials as are used in the United States — cellulose acetate film and tissue paper — but avoiding the use of heat and high pressure. The details of this process, after an extensive series of tests, were published in *Indian Archives*.³ But both the article and the process seem to have escaped the searching eyes of many archivists in other countries. The process has been in use in the National Archives of India since then, and the documents so repaired have as yet shown no sign of deterioration.

Besides eliminating the use of high temperature and heavy pressure, the Indian hand process improves upon the classical processes of reinforcement — silking and tissue reinforcement with starch or dextrine paste — for it (1) gives better legibility, (2) does not increase the likelihood of insect attack, (3) is suitable for the repair of documents written in water-soluble inks and colors and for documents with seals, and (4) is suitable for reuniting documents that are in several pieces.

A sandwich of the tissue paper, cellulose acetate film, and a flattened document is prepared just as for heat lamination and laid flat on a smooth glass plate. Acetone is then gently applied all over the document sandwich with a cotton-wool swab. The cellulose acetate foil, softened by the acetone, swells and acts as an adhesive

¹ The author, a member of the staff of the National Archives of India, was recently in the United States and demonstrated the hand method of lamination that he describes in this article.

² *American Archivist*, 20: 315-319 (Oct. 1957).

³ O. P. Goel, "Repair of Documents With Cellulose Acetate on Small Scale," in *Indian Archives*, 7: 162-165 (July-Dec. 1953).

to join the tissue paper to the document. Care must be taken to see that the acetone applied is just enough to swell the cellulose acetate. After the application it is allowed to dry for a minute or so, during which time most of the acetone evaporates. The sandwich is then turned upside down and the other side is treated in the same way. This process of repair takes hardly 2 minutes. The newly repaired document is then kept under moderate pressure for 2 to 3 hours. The equipment, which is very cheap, and the materials required are a glass-topped table, cellulose acetate film, tissue paper, acetone, and cotton wool.

The process has nearly all the advantages of heat lamination. And the fact that it requires no expensive technical equipment and is simple and within the means of small libraries and archival establishments or even of private persons makes it especially attractive. Regarding its effectiveness I may quote from the article cited above:

Accelerated aging tests carried out at the National Archives of India so far have shown that the coating given will last for a long period. Samples of repaired paper exposed to the sun for [one] hundred hours showed no adverse effects either in regard to color or the bonding strength of the coating. Sheets of paper reinforced by this process were found to have excellent strength both before and after aging. Tissue paper subjected to the same treatment responded likewise. Treated paper samples were aged and then recovered. The recovered samples and the untreated aged samples showed similar strength.⁴

Although the effectiveness of the process was well tested before its application, on the advice of the National Committee of the Archivists of India a comparative study was undertaken in the research laboratory of the National Archives of India, to evaluate the various repair processes. The study was made by Ranbir Kishore and the author of this article, and their findings were submitted to the committee in January 1957.

The processes of repair that were studied were those using (1) Japanese tissue paper and dextrine paste; (2) chiffon and dextrine paste; (3) Japanese tissue paper, cellulose acetate foil, and acetone; (4) chiffon, cellulose acetate foil, and acetone; and (5) conventional lamination with cellulose acetate foil at 300° F. and approximately 500 lbs. per sq. in. pressure, with and without Japanese tissue paper. The papers that were used in this study were: Specimen A, handmade paper (English), 1955; and specimen B, handmade paper (English), 1877.

The three properties of resistance to water, resistance to gaseous penetration, and durability under aging were kept in view while

⁴ Goel, "Repair of Documents," in *Indian Archives*, 7: 164.

TABLE 1

REINFORCEMENT PROCESS ADOPTED FOR THE SPECIMEN	AVERAGE THICKNESS IN INCHES	RESISTANCE TO WATER PEN- ETRATION (Complete immersion)	RESISTANCE TO PENETRATION OF ACIDIC GASES (Sulfureted Hydrogen)	FLUORESCENCE OF SAMPLES UNDER ULTRAVIOLET RADIATION
	<i>Specimen</i>	<i>Specimen</i>	<i>Specimen</i>	<i>Specimen</i>
1. Reinforcement with Japa- nese tissue and dextrine paste	A 0.006" B 0.0085" 0.0092" 0.125"	A and B Within 2-3 mins. of immer- sion the water penetrated the samples and they were uni- formly wet.	A and B The samples resisted pene- tration by gaseous vapors only for a few seconds.	A and B Uniform bluish violet, dull
2. Reinforcement with chiffon and dextrine paste	0.0054"	No water penetration up to 3-4 hrs. After this time the samples were more or less uniformly wet.	Resistance to gaseous vapors only for 10-15 mins., the pene- tration of the vapors uneven.	Uniform bluish violet
3. Reinforcement with Japa- nese tissue, cellulose ace- tate, and acetone (hand process)	0.0085" 0.0112"			
4. Reinforcement with chif- fon, cellulose acetate, and acetone (hand process)	0.004" 0.0065" 0.0075"	No water penetration up to 5-6 hrs. After this time the samples showed uneven wet- ting which increased when the samples were kept im- mersed in water overnight.	Very slight penetration with- in 10-15 mins.; extent of penetration much less than in processes 3 and 4.	Uniform bluish violet, bright
5. Lamination with cellulose acetate under heat and pressure (300° F. and 500 lbs. per sq. in.)	0.0025"			
6. Lamination with cellulose acetate as above (5), but incorporating Japanese tis- sue				

Remarks: Cellulose acetate used as an adhesive with acetone is as uniform in thickness as dextrine paste applied with a brush; but, unlike the samples repaired with dextrine paste, those repaired with cellulose acetate foil and acetone by the hand process showed resistance to water and gaseous penetration. The degree of resistance was less than that of the specimens laminated under heat and pressure.

TABLE 2

REINFORCEMENT PROCESS ADOPTED FOR THE SPECIMEN	ENDURANCE DURING ACCELERATED AGING TEST FOR 72 HRS. AT 100° C. (WITH AIR CIRCULATION)			
	Change in appearance and performance		Percentage retention of folding endurance (MIT folds)	
	<i>Specimen A</i>	<i>Specimen B</i>	<i>Specimen A</i>	<i>Specimen B</i>
1. Reinforcement with Japanese tissue and dextrine paste	No color change	No color change	39%	36%
2. Reinforcement with chiffon and dextrine paste	Slight yellow tinge; slight curling	Slight yellow tinge; slight curling	64%	63%
3. Reinforcement with Japanese tissue, cellulose acetate, and acetone (hand process)	No change in color; no curling observed	No change in color; no curling observed	41%	42%
4. Reinforcement with chiffon, cellulose acetate, and acetone (hand process)			70%	68%
5. Lamination with cellulose acetate under heat and pressure (300° F. and 500 lbs. per sq. in.)	No change in color; no curling observed	No change in color; no curling observed	29%	12%
6. Lamination as above (5), but incorporating Japanese tissue			32%	15%

Remarks: Paper reinforced by hand process, with chiffon or tissue and cellulose acetate and acetone shows about the same retention of folding endurance as paper treated by the dextrine repair process, but the retention of folding endurance in the case of lamination with heat and pressure is less satisfactory. Unlike the dextrine paste process the two processes using cellulose acetate with tissue or chiffon show no change in color and no curling.

testing the relative merits of the processes. In each test it was observed that the tensile strength and bursting strength of the samples were increased considerably and were little changed by aging. Only the folding endurance of the samples was therefore recorded.

Tables summarizing the results of the tests, together with the experimental data, are reproduced here as Tables 1 and 2. Each figure recorded is the arithmetic mean of a number of separate readings. These were taken to offset any variations in thickness resulting from differences in the handling of materials and adhesives. The data collected on the merits of the various repair

processes indicate that the specimens repaired by the acetone process are nearly as satisfactory as the heat-laminated samples. Only their resistance to water and gaseous penetration is less than that of documents laminated under heat and pressure.

During my recent visit to the United States I explained the process to T. R. Schellenberg, Assistant Archivist of the United States, and demonstrated it to James L. Gear of the Document Restoration Branch of the National Archives and William K. Wilson of the Paper Division of the National Bureau of Standards. These men expressed the opinion that the process of hand lamination holds promise, especially for small libraries and archival institutions that do not have and cannot afford facilities for conventional laminating equipment. Dr. Schellenberg is calling attention to this method of repair in his syllabus for training in archives administration, and the National Bureau of Standards and the National Archives are conducting a series of preliminary tests on the efficacy of the process.

COMMENTS ON MR. KATHPALIA'S ARTICLE

By JAMES L. GEAR ⁵

The hand lamination process of the National Archives of India, described by Y. P. Kathpalia, appears to be quite effective. It cannot take the place of heat lamination where mass production is essential, but it can be very useful to all archival establishments, both large and small. Smaller archives that have not and cannot afford expensive equipment for lamination will find that they can use the method effectively for most of their rehabilitation work. The National Archives of India is to be congratulated on this contribution in the field of archival repair.

From hand laminated samples I have obtained physical data for comparison with similar data from machine laminated samples. Although the data were obtained 24 hours after the samples were hand laminated, they are adequate at least for preliminary observations. The paper used in both processes was made from old rags by the National Bureau of Standards in 1936 and contained 28.2% calcium carbonate filler. The tissue used was 6½-lb. tissue, and the cellulose acetate used was formula P-911 of the Celanese Corp. of America. The machine laminated samples were produced at the National Archives under a pressure of 300 lbs. per sq. in.,

⁵ Mr. Gear is Chief of the Document Restoration Branch, National Archives.

with steam applied to the press for 2 minutes and 15 seconds. The maximum temperature was 306° F. The hand laminated samples were prepared for me by Mr. Kathpalia in my laboratory.

The data from the physical tests of these samples are given in Table 3. These data show nearly equal physical properties in the hand and machine laminated samples. They indicate that hand lamination can be substituted for machine lamination or silking. The process can be used to advantage for repairing documents bearing wax seals, which up to now have been repaired by silking. The usefulness of the method will be limited only by the skill of the processor.

The method of hand lamination has now been adopted as an approved repair process in the National Archives. We have not used it extensively but have found it especially suitable for repairing torn pages in bound volumes.

TABLE 3

PHYSICAL PROPERTIES OF PAPER, FILM, AND TISSUE — HAND AND MACHINE LAMINATED

Direction of			Tensile lbs./15 mm. strip		Elongation %		Edge tear, lbs.		Internal tear, grams	
Paper	Film	Tissue	Hand	Machine	Hand	Machine	Hand	Machine	Hand	Machine
*			6.0		2.2		.30		26.8	
—			4.1		3.5		.40		29.6	
			4.4		14.0		2.3		3.0	
	—		3.4		28.5		**		3.0	
			4.6		2.3		†		12.0	
		—	†		†		†		†	
=			13.8	15.0	3.2	3.7	.9	.9	105	64
—			28.0	26.8	5.1	3.7	1.0	1.0	82	88

* Vertical and horizontal lines indicate machine direction and cross direction of film, tissue, or paper, one line for each sheet. Vertical lines indicate machine direction; horizontal lines indicate cross direction.

** Data not obtained.

† Tissue too weak to test.

The Taft Commission and the Government's Record Practices

By BESS GLENN ¹

National Archives

THE work of the Taft Commission on Economy and Efficiency was evaluated in 1919 as "much the most comprehensive and systematic investigation that has ever been made of the national government, if not, indeed, of any government."² Not until the two Hoover Commissions of 1947-49 and 1953-55 was the Taft Commission equaled in the scope of its explorations into the business and business methods of the Government.

The Taft Commission was one of a long series of administrative investigations that began as early as 1789. The investigations became increasingly comprehensive and searching in the 1880's and later, when the congressional Cockrell Committee and subsequent Dockery-Cockrell Commission, followed by President Roosevelt's Keep Commission, examined the administration of the executive branch. But Congress, disappointed in the results produced by these agencies, began as early as May 1909 to consider the establishment of still another investigation of the Federal administration.³ It was not until June 1910, and after long and heated debate, that the House and Senate finally agreed to an amendment to the Sundry Civil Appropriation Act for 1911 authorizing the President to "inquire into the methods of transacting the public business."⁴ With the approval on June 25, 1910, of the act containing this authorization,⁵ the way was open for the Taft administration to investigate the business and business methods of the Government.

Authorization by Congress for the investigation added nothing to the powers of the President, but it gave him the opportunity for

¹ Miss Glenn is Archivist in Charge of the Justice and Executive Branch, National Archives. This article is the second of a series of three on investigations of record practices in the Federal Government. For Miss Glenn's introduction to the series and Mr. Pinkett's article on the Cockrell, Dockery, and Keep investigations, see *American Archivist*, 21: 31-64 (Apr. 1958).

² Gustavus A. Weber, *Organized Efforts for the Improvement of Methods of Administration in the United States*, p. 84 (New York, 1919).

³ *Congressional Record*, 61st Cong., 1st sess., p. 2305 (May 24, 1909).

⁴ *H. Journal*, 61st Cong., 2d sess., p. 816.

⁵ 36 Stat. 703.

an executive inquiry whereby he could gather exact and complete information on which to base administrative reforms. The Taft inquiry was unique in that it was the first executive inquiry supported by congressional appropriations. President Roosevelt had attempted such an inquiry — the Keep Commission — without special funds, but by means of the Tawney amendment Congress had brought his effort to an end.⁶

PRELIMINARY INVESTIGATION

The official existence of the Taft investigation began on July 1, 1910, the day on which its first appropriation became available. As his first step in getting the investigation under way, President Taft put his secretary, Charles D. Norton, in charge. Norton's first move was to arrange for a rapid survey of administrative conditions throughout the Government and to call on various experts for suggestions as to what the program of the inquiry should be. In early July Maj. Charles Hine, who had done extensive work for the Harriman railroad lines and had established himself as an expert in problems of organization, was employed to make a survey of the organization and administrative methods of the executive departments and to outline a tentative plan for the organization and program of the Taft investigation. Hine, joined in August by Prof. S. W. Gilman, of the University of Wisconsin, accomplished a prodigious amount of work and produced a large number of brief but comprehensive reports.⁷

On Aug. 10, 1910, Norton sent letters to various firms specializing in accounting or business efficiency, asking each to submit written recommendations for the inquiry's program. Among these firms were Arthur Young and Co., which had revised some of the Treasury Department's procedures; Gunn, Richards and Co., which had surveyed and made recommendations on certain administrative aspects of the Interior Department and was currently making a study of the Department of Justice; Marwick, Mitchel and Co., which had devised a cost-accounting system for the Navy Department; and Haskins and Sells, headed by the C. W. Haskins and E. W. Sells who had served as experts for the Dockery Commission in 1893-

⁶ Frederick A. Cleveland, "Causes of Waste and Inefficiency in National Government," in *Review of Reviews*, 45:467 (Apr. 1912).

⁷ Copies of Letters To and From the White House, file 080.2, in the records of the President's Commission on Economy and Efficiency. These records are part of Record Group 51, Records of the Bureau of the Budget, in the National Archives; they are hereafter cited as PCEE, RG 51, NA. In other citations also the symbol RG is used for Record Group, and NA for National Archives.

95.⁸ The Haskins and Sells firm was later to work with the first Hoover Commission.

Before the end of August replies to these requests had come in and had been carefully studied. Most of the early planning, carried on through personal conferences, is not documented in the records of the Taft Commission. It may be inferred, however, that during this period Norton held many discussions with the President and with others concerning plans for the investigation and that they had decided to concentrate their efforts on the study and reform of accounting procedures.

During the summer newspapers carried accounts of the shaping plans for the investigation. The *New York Times* reported on August 3, "The inquiry will not be devoted so much to cutting of a clerk here and there as to formulating an entirely new structure of methods whenever present practice seems to demand such treatment."⁹

Meanwhile Norton explored the field for a man suitable to take charge of the inquiry. His attention soon centered on Frederick Albert Cleveland, lawyer, economist, public accountant, and educator, who had achieved distinction as a pioneer in scientific research into governmental administration. Cleveland seemed ideally fitted to take a leading part in the inquiry. He had studied law and practiced for 5 years. He had done graduate work in political science, specializing in finance, at the University of Chicago and in economics at the University of Pennsylvania, where he had received his doctorate in 1900. After serving as an instructor in finance at the University of Pennsylvania, in 1903 he moved on to New York to become professor of finance in the School of Commerce, Accounts, and Finance at New York University and to join the staff of Haskins and Sells, public accountants. From 1905 until his appointment to the Taft inquiry, Cleveland served as a member of several municipal committees and commissions that helped to bring reform into the administrative and financial aspects of New York City's government. He was instrumental in establishing the New York Bureau of Municipal Research and served as one of its codirectors. In September Norton asked the President for authority to employ Cleveland and to have him "go to work quietly first of all on the budget and on the cost accounting proposition, slowly working up an organization for the scrutiny into and the development of ef-

⁸ White House Letters, file o80.2, PCEE, RG 51, NA.

⁹ Folder for Aug. 1910, file 215, in the William Howard Taft papers, Library of Congress.

iciency.”¹⁰ Cleveland, who had already come to Washington, was formally appointed by the President on Sept. 27, 1910, to take charge of the inquiry, under Norton’s direction, at an annual compensation of \$10,000.¹¹

THE INQUIRY

With the appointment of Cleveland the investigation moved into its second phase, that of establishing a preliminary informal organization and gathering facts. This phase was officially designated by Cleveland as “The President’s Inquiry In Re Economy and Efficiency.” In every possible way the President’s strong support of the investigation was emphasized.

By the time Cleveland was appointed, the decision had been made that the investigation should be carried on through committees of experts appointed by each department or other Government agency. These committees of experts, later referred to as departmental committees on economy and efficiency, were to supervise and coordinate the gathering of data called for by Cleveland and to serve as a clearinghouse between the departments and the Inquiry. For special studies and reports within each department, the committees were to appoint subcommittees. And later, joint committees, consisting of representatives from several departments, were appointed to study and report on problems common to most agencies.

At the very first cabinet meeting after the summer vacation, held on Sept. 27, 1910, the day that Cleveland was appointed, President Taft asked each agency head to appoint a committee of competent experts already in Government service, “to collaborate with the White House staff, and through cooperation to provide both for joint consideration of common problems and for uniformity of departmental action upon subjects of Executive determination.”¹² The departmental committees were appointed during the month following. They included in their membership officials of high standing and usually included also each agency’s chief clerk and a staff member whose duties concerned financial matters.

These departmental committees were called together for the first time on Nov. 5, 1910, at the White House, where the President made them a charming little speech. After expressing his own vital

¹⁰ Memorandum from Norton dated Sept. 15, 1910, file 215, Taft papers.

¹¹ Norton to Cleveland, Sept. 27, 1910, file 215, Taft papers.

¹² President’s Commission on Economy and Efficiency, *Interim Report on Plan of Inquiry and Progress of Work From September 27 to December 31, 1910. Circular No. 4*, p. 5 (Washington, 1911).

interest in the difficult investigation they were about to undertake and his conviction that any bad methods in the Government's work were not the fault of its civil servants, Taft emphasized that the survey was not being undertaken in criticism of anybody in the departments. "What I want to impress upon you," he said, "is that there is nobody investigating you, but that you are investigating yourselves; you are trying to determine what can be done to reduce expenditures and increase efficiency."¹³

While the agencies were busy selecting and appointing their committees of experts, Cleveland was deciding what detailed data should be gathered from the agencies and was having prepared the forms, questionnaires, and instructions for the collection of those data. With characteristic logic he went after basic information first, seeking answers to these questions: What reports or other data are available in the agencies as a result of previous studies of their organization, personnel, records, methods of procedure, or other aspects of administration? What are the powers, duties, and limitations of each officer, office, department, or division of the Government as determined by the Constitution, the statutes, decisions of courts, Executive orders, departmental orders, or other legal authority? What is the current organization of each agency, and who are the officers and employees within each of its organizational units? What records are kept by each organizational unit of each agency? What business methods and procedures are followed by each agency in the performance of its various functions? What criticism or constructive suggestions can either those in charge of work or the committees of experts make concerning their agencies?

Forms for the presentation of data in answer to these questions were sent to all agencies of the Government in mid-October 1910. Cleveland also called for detailed analyses and reports on such matters as the kinds of documents used as evidence of financial transactions, the methods of audit, the methods of handling and filing correspondence, the methods of preparing and submitting estimates and the kinds of records used in supporting estimates, and the classification of objects of expenditure.

With the departmental committees appointed and in operation, and with the areas of investigation already laid out for them, the President's Inquiry In Re Economy and Efficiency became intensely active. By Mar. 8, 1911, when it was succeeded by the Commission on Economy and Efficiency, the Inquiry had issued seven questionnaire forms and eight circulars. The Inquiry's special interest

¹³ Commission on Economy and Efficiency, *Interim Report*, p. 8.

in accounting and budgetary matters is evidenced by the fact that six of the eight circulars related to some phase of accounting. The other two circulars were the *Interim Report*, Circular 4, and the questionnaire and instructions, Circular 5, relating to the handling and filing of correspondence. The departmental committees had forwarded extensive data to the Inquiry by the time it was succeeded by the Commission.

THE COMMISSION

In its third and final phase the Taft investigation was designated the President's Commission on Economy and Efficiency. On Mar. 8, 1911, in a letter to his secretary, President Taft announced the establishment of the Commission, to consist of five members and a secretary.¹⁴ The President said that he was appointing as commissioners Frederick A. Cleveland and William F. Willoughby, the former to be chairman, and as secretary Merritt O. Chance. He asked for Cleveland to recommend candidates for the remaining three places on the Commission, specifying that he wanted one man who had training and experience as an engineer, one as a lawyer, and one as an administrator or accountant.

Subsequent appointments were made with the same careful consideration of qualifications that Norton had shown in choosing Cleveland to head the investigation in its Inquiry stage. And the President himself played a decisive part in the choice of the commissioners. Writing to the Secretary of the Treasury about his selection of Chance to serve as secretary, Taft said that he had tried to avoid raiding the Treasury but had come to the conclusion that Auditor Chance was the best man for the job. Taft wrote that he found Chance particularly well qualified because of his experience in serving as Root's secretary, his familiarity with the Post Office, War, and Treasury Departments and with Washington, and his understanding of the difficulties of dealing with newspaper men.¹⁵

William F. Willoughby, aged 44, had served as an expert in the Department of Labor; successively as Treasurer and Secretary of Puerto Rico; as President of the Executive Council of the Legislative Assembly of Puerto Rico; and as Assistant Director of the Census.

Those finally chosen to complete the membership of the Commis-

¹⁴ Minutes of the Commission, Mar. 8, 1911—June 30, 1912, p. 1-3, file 107.12, PCEE, RG 51, NA.

¹⁵ Taft to the Secretary of the Treasury, in Presidential Letterpress Books, 20:358, Taft papers.

sion were Frank J. Goodnow, Walter W. Warwick, and Harvey S. Chase. Goodnow, aged 53, was appointed to the Commission on Apr. 20, 1911.¹⁶ Then professor of law at Columbia University and later to become president of the Johns Hopkins University, Dr. Goodnow had served as a member of the commission appointed by Gov. Theodore Roosevelt in 1900 to revise the charter of New York City, as a member of several municipal committees for New York City, and as a delegate of the United States Government to the first Congress of Administrative Science at Brussels.

Walter W. Warwick, aged 43, was also appointed on April 20.¹⁷ Warwick had been secretary to Taft when the latter was a United States Circuit Court judge and had later served in several legal positions in the Treasury Department and in auditing work of the Isthmian Canal Commission and the Canal Zone. He had been appointed Associate Justice of the Canal Zone by Taft but did not enter upon this duty because of his appointment to the Taft Commission. On Jan. 29, 1906, he had been appointed to serve on the Keep Commission's Subcommittee on the Distribution, Record, and Handling of Correspondence.

The last Commissioner to be appointed was Harvey S. Chase.¹⁸ At the time of his appointment on June 30, 1911, Chase, aged 50, was the head of Harvey S. Chase & Co., a leading accounting firm in Boston. Graduated from the Massachusetts Institute of Technology in 1883 as a mechanical engineer, Chase had had brief experience in New England cotton mills and later as an engineer of electrical and mining plants in Tennessee and North Carolina. His interests soon shifted, however, from engineering to financial matters, and after entering that field he had extensive experience in investigating the financial organization and procedures of municipal governments.

It can readily be seen that the Commission was weighted with men whose specialty was accounting. Legal background was the next most characteristic feature of the membership. Only Warwick, from his experience with the Keep Commission, seems to have had any previous knowledge of records.

In reviewing the experience and qualifications of the Commissioners, we should not overlook those of the President himself, who

¹⁶ Taft to Goodnow, Apr. 20, 1911, in Presidential Letterpress Books, 25:313, Taft papers.

¹⁷ Taft to Warwick, Apr. 20, 1911, in Presidential Letterpress Books, 25:314, Taft papers.

¹⁸ Taft to Chase, June 30, 1911, in Presidential Letterpress Books, 27:458, Taft papers.

played so important a part in creating and directing the work of the Commission. Taft came to the Presidency with a rich background in law and governmental administration. He had served as collector of internal revenue, judge of the Ohio Supreme Court, United States Circuit Court judge, Solicitor General, Secretary of War, and the first civil governor of the Philippine Islands. His familiarity with the frustrations that result from the labyrinthine organization of the executive departments is shown by his comment that while he was Secretary of War he "never had been able to find out what went on in the War Department."¹⁹

A great admirer of President Roosevelt, Taft had Roosevelt's Keep Commission as an example of presidential effort to bring administrative reform into the executive branch of the Government. And his wish to attain that reform was strengthened by a Congress that was held off from meat-ax economies only by his seizing the initiative to bring efficiency and economy into Government operations. One of the sharpest goads applied by Congress was a provision in the Sundry Civil Appropriation Bill for 1910 requiring the President to bring expenditures within the limits of revenue or, if that were not possible, to suggest new sources of revenue.²⁰ Taft made an earnest effort to comply with the statute, but it was evident that the current helter-skelter methods for estimating expenditures and making appropriations were in need of extensive reform. He sought to use the Commission on Economy and Efficiency to bring about the reform. Thus arose the Commission's emphasis on financial matters.

There was no break between the end of the Inquiry period and the beginning of the Commission period of the Taft investigation. Picking up smoothly the work already in progress and expanding the investigation into many other areas, the Commission explored almost every phase of governmental administration.

The work of the Commission was of two main classes: (1) general inquiries into problems affecting all or most of the Government's agencies; and (2) investigations of particular services or groups of services, and related topics.²¹ The first class included

¹⁹ Walter Otto Jacobson, "A Study of President Taft's Commission on Economy and Efficiency and a Comparative Evaluation With Three Other Commissions; Submitted in Partial Fulfillment of the Requirements for the Degree of Master of Arts in the Faculty of Political Science, Columbia University," p. 12 (June 1941). A photostatic copy of this thesis is in the library of the National Archives.

²⁰ 35 Stat. 1027.

²¹ Report to the President on the Work of the Commission on Economy and Efficiency, file 073.2, PCEE, RG 51, NA.

studies and reports concerning the budget, organization, personnel, functions and activities, accounting and reporting, office practice and equipment, Government quarters, and standardization. The second class included inquiries and reports dealing with commerce and navigation services, health services, statistical services, cartographic and survey services, central auditing and accounting services, and records and files. In its Circular 34 the Commission made its final report to the President, listing well over 100 special reports completed, under way, or to be undertaken. Most of the reports were concerned with accounting methods and procedures.

The Commission in time encountered hostility from both the executive branch and Congress. One of the main causes of this hostility was the President's insistence on a new method of submitting estimates for appropriations, in the course of which he caused embarrassment and resentment among the Cabinet and came into direct conflict with Congress. With the President no longer in firm control and with a Democratic majority in Congress, the Commission was unprotected from the cold winds of political adversity; its days were numbered. For the fiscal year ending June 30, 1913, Congress gave it an appropriation of only \$75,000 and limited to three the number of its employees permitted to receive salaries of more than \$4,000. On Aug. 10, 1912, Taft wrote to Goodnow, Chase, and Willoughby, accepting their resignations.²² By a joint resolution of Aug. 21, 1912, Congress directed the Commission to make a report and recommendations on the organization and work of the Patent Office.²³ Because of this diversion of its efforts, the curtailment of its funds, and the reduction of its personnel, the Commission was forced to discontinue some of its projects. Nevertheless, it remained energetically productive, completing in its last months a number of significant reports, including a series on the handling and filing of correspondence in the War Department, Department of Justice, and Office of the Commissioner of Internal Revenue.

The *Journal of Commerce* reported in its issue for Jan. 13, 1913, that the Democrats had had a change of opinion about continuing the Commission although they formerly thought that some good could come of its continuation. One reason for this change, said the *Journal*, was the overbearing attitude adopted by the Commis-

²² Presidential Letterpress Books, 41: 142, 143, 146, Taft papers.

²³ *Report on the Investigation of the United States Patent Office Made by the President's Commission on Economy and Efficiency, December, 1912* (62d Cong., 3d sess., H. Doc. 1110).

sion itself and by the President. Another was the opinion prevalent in Congress that the Commission had taken so broad a range and attempted to correct so many ills in such widely scattered branches of the Government that it had not been able to do anything well. The *Journal* quotes an unnamed Cabinet member as saying in substance:

It is strange that President Taft has endorsed this commission in the unqualified and unhesitating manner he seems to have adopted. I have found it a constant trouble in my department, and I have yet to learn of a single useful suggestion it has made with reference to the affairs falling under my jurisdiction.

In its issue for Feb. 13, 1913, the *Journal of Commerce* reported that Taft had just sent to Congress a special message concerning the systematic framing of the annual budget. The *Journal* believed that Taft's proposal for a systematized presentation of the national budget was worthy of the most serious consideration.

A different journalistic estimate of the Commission's work was expressed by the *New York Times* in its support of Taft's request in January 1913 for additional funds to continue the Commission: "Now that the value of the work of the Commission is shown beyond all cavil, and its continuance is proved to be of still greater value, Congress is asked to provide for that continuation."²⁴

Congress, however, did not provide, and on the last day of the fiscal year 1913 the Commission quietly expired.

INVESTIGATION OF THE HANDLING AND FILING OF CORRESPONDENCE

In studying the Government's recordkeeping practices the Commission proceeded in the logical fashion of the efficiency expert, first gathering all the facts on current practices. Among the questionnaires issued by the Inquiry in October 1910 was Form 4, on which each operating unit was requested to report, by functions, a detailed description of the business methods and procedures followed in the performance of each function. Most of these reports were turned in before the end of the year. But the information relating to the handling of the records was insufficient for a thorough study, and the Commission therefore decided to prepare a questionnaire calling for more detailed information.

The Commission also created a Joint Committee on the Handling and Filing of Correspondence, consisting of two members of the Commission's staff, W. E. Wilmot and F. H. Tonsmeire, and mem-

²⁴ *New York Times*, Jan. 9, 1913, p. 8.

bers nominated by each of the Departmental Committees on Economy and Efficiency. A Special Committee on the Handling and Filing of Correspondence was created in each agency and assigned responsibility for recommending procedures for its agency. Wilmot and Tonsmeire served also on all the special committees.²⁵

Circular 5, *Questions to be Answered and Memorandum of Instructions to be Followed in the Preparation of Report (Form 6) Asked for on the Subject of the Handling and Filing of Correspondence*, was ready for issuance early in February 1911, together with the blank copies of Form 6, on which the answers were to be recorded. The instructions directed that answers to the questionnaire be prepared by the head of each operating unit concerned with the preparation of correspondence and the maintenance of correspondence files. The circular and forms were transmitted to the heads of all departments and independent establishments.

The self-examination that these questionnaires forced upon them caused some offices to undertake the immediate correction of their faulty practices. Getting wind of this development, Norton sought to put a stop to it by a letter of February 17, in which he asked that all changes in the handling of records be delayed until the Joint Committee had made its report.²⁶

The questionnaire was divided into two main parts, the first headed Incoming Correspondence and the second Outgoing Correspondence. In the part relating to incoming correspondence the questions were grouped under the following four headings: Receiving and Opening, Briefing, Recording and Indexing, and Distributing. In the second part of the questionnaire, concerning outgoing correspondence, the questions were grouped under the following six headings: Preparing, Briefing, Recording and Indexing, Press Copying, Dispatching, and Filing of Correspondence. Under each group of questions in both parts, the questionnaire asked the names and salaries of persons engaged in the particular phase of the work, the estimated percentage of their total time used in such work, and the cost of that time.

Norton did not allow the agencies to lag in their work on this questionnaire; he sent followup letters to the heads of departments from which the reports were not received within a few weeks after the questionnaire's issuance. While the agencies were busy gathering the requested details about their record practices, as well as after

²⁵ List of Committees, file 00.02, PCEE, RG 51, NA.

²⁶ Norton to heads of departments, Feb. 17, 1911, in White House Letters, file 080.2, PCEE, RG 51, NA.

the reports came in, the Commission's staff set about to inform itself further concerning record procedures, particularly those in private industry. Arrangements were made for two members of the staff, accompanied by assistants from the Post Office Department and Department of Justice,²⁷ to visit large business offices in Philadelphia, New York, and Boston, for the purpose of observing their filing systems and procedures.

In Boston the group visited the offices of the New England Telephone and Telegraph Co., where they found that the Dewey decimal system, installed in 1909 to replace an older numerical system, was giving complete satisfaction. In Boston also they visited the Barrett Manufacturing Co. and the Gillette Safety Razor Co., finding that the former filed under a self-indexing subject system and the latter under an alphabetical system. In New York City they visited, among other companies, the International Steam Pump Co. which was still filing under an arbitrary numerical system; William Bondbright and Co., which used the decimal system; the Adams Express Co., which had used a modified decimal system for nearly 20 years; and the Delaware and Hudson Co., which also used the decimal system. W. H. Williams, third vice president of the Delaware and Hudson, who had originated the decimal classification for railroad correspondence, told the group that he saw no reason why a decimal system would not work well in the Government's offices. In Philadelphia they visited the offices of the Pennsylvania Railroad Co., which had recently decided to install the decimal system. There J. L. Hanna, chairman of the committee studying the company's file classification plans, expressed the opinion that a subject classification should be entirely feasible for the Government's records.

In summarizing their findings, Wilmot and Tonsmeire reported that the problem of handling and filing correspondence was being considered with increasing interest by private management and its importance was fully recognized, that the trend in business offices was away from the elaborate toward the simple system, that vertical filing had almost completely supplanted all other systems, that the numerical system with its supporting indexes was being gradually supplanted by alphabetical or subject systems, and that in offices that had made a change from the numerical to the alphabeti-

²⁷ Memorandum, O. J. Field to the Attorney General, Mar. 29, 1911, in folder 2, file 44-5-2-1, General Correspondence, Records of the Department of Justice, RG 60, NA. According to this memorandum, G. F. Mikkelson, in charge of the Mail and Files Division of the Department of Justice, was designated to represent the Department on this junket.

cal or subject system the consensus was that time and money had been saved.²⁸

In July 1911 inquiries concerning press copies, carbon copies, and the single or double spacing of letters were sent by the Commission to 15 business concerns, among them the Chesapeake and Potomac Telephone Co., Western Union Telegraph Co., Carnegie Steel Co., John Wanamaker, the Pennsylvania Railroad Co., and the Baltimore and Ohio Railway Co. Tabulation of the replies showed that all had formerly made press copies but had abandoned the practice; that all currently made carbon copies; and that most of them used either double or single spacing for letters, depending on the length of the letter.²⁹

The Commission expressed a special interest in the filing system of the Department of State, and asked Secretary of State Knox for a copy of a report, identified as State Department file 111.29, on the filing and index methods in the Department's Bureau of Indexes and Archives.³⁰

Even earlier, during its preliminary phase, the Taft investigation had been strongly impressed by the record system of the Department of State. In a report of Aug. 20, 1910, to the President concerning the Department of State, Charles Hine wrote:

The Bureau of Indexes and Archives in the State Department, after intelligent, painstaking and laborious effort, has worked out a decimal filing classification that may be taken as a model by some other executive departments. The State Department has availed itself of the service of Gunn, Richards and Company, and has wisely considered suggestions from various sources on the improvement of its methods. The success of the Department, however, is due to its willingness and ability to work out its own salvation with the benefit of whatever outside light could be afforded.³¹

By April most of the departments had completed and forwarded to the Commission their replies to the questionnaire contained in Circular 5. The work of analyzing the reports, of preparing a re-

²⁸ "Report on the Observations of Methods Employed in Handling and Filing Correspondence in Railroad, Manufacturing, and Other Commercial Concerns . . .," in records relating to the President's Committee on Economy and Efficiency, among the records of the Office of the Chief Clerk of the Treasury Department, General Records of the Treasury Department, RG 56, NA.

²⁹ Memorandum, n.d., file 410, PCEE, RG 51, NA.

³⁰ Norton to Knox, Mar. 6, 1911, in White House Letters, file 080.2, PCEE, RG 51, NA.

³¹ Charles Hine, Preliminary Report, no. H-7, in White House Letters, PCEE, RG 51, NA. Hine's admiration for the decimal classification might have stemmed from his familiarity with it, as he had worked as an expert in problems of railroad organization, and the system was used in the offices of a number of railroad companies.

port on the Commission's general recommendations for the handling and filing of correspondence, and of preparing special reports on the findings and recommendations of the Commission on the recordkeeping practices of a number of particular Government offices was assigned to Merritt O. Chance, Secretary to the Commission. Chance, assisted by staff members of the Commission, worked on these projects with the Joint Committee on the Handling and Filing of Correspondence and with the various departmental committees concerned with the subject.

On Nov. 13, 1911, Chance laid before the Commission the 5 general principles that had been recommended by a number of the special committees on the handling and filing of correspondence, and the Commission approved the principles as a working hypothesis.³² These 5 principles were included among the 10 general recommendations that were issued by the Commission early in 1912.

Apparently the Commission originally planned to issue an extended report of its findings and recommendations on the Government's record practices after the issuance of a special report on the record procedure in the Department of Justice. Presumably because this special report was not forthcoming on schedule, the Commission decided to submit without delay a memorandum report to the President on its general recommendations and findings relating to the handling and filing of correspondence.³³ This memorandum report was issued by the President on Feb. 13, 1912, to the heads of departments and independent establishments of the Government, bearing the title "Memorandum of Conclusions Reached by the Commission Concerning the Principles That Should Govern in the Matter of Handling and Filing Correspondence and Preparing and Mailing Communications in Connection With the Work of the Several Departments of the Government; Together With Suggestions for the Use of Labor-Saving Devices in Preparing and Mailing Letters, etc."³⁴ The memorandum was promptly issued in printed form as the Commission's Circular 21.

In his letter transmitting the memorandum to the heads of agencies President Taft wrote:

It is my desire that, so far as may be practicable, the methods of handling correspondence in the Government service be made to conform to these standards. After investigating the subject and putting into effect the principles

³² Commission Minutes, Nov. 13, 1911, file 017.12, PCEE, RG 51, NA.

³³ Commission Minutes, Feb. 12, 1912, file 017.12, PCEE, RG 51, NA.

³⁴ Memorandum of Conclusions, file 417.7, PCEE, RG 51, NA. Transmitted to the Senate and House of Representatives by the President on Apr. 4, 1912, the memorandum was published as 62d Cong., 2d sess., *H. Doc.* 670.

referred to in such offices as you may consider it advisable, please report to me those offices under your department where it would appear to you they cannot be adopted with advantage.

FINDINGS, RECOMMENDATIONS, AND RESULTS

In its Memorandum of Conclusions the Commission presented its general recommendations for procedures to be followed in the recordkeeping practices of the Government, supporting each recommendation with a statement of the considerations it had kept in mind in arriving at the recommendations and setting forth in general terms the pertinent practices that it had found prevalent in the executive departments. In the memorandum the Commission also gave its estimate of the savings that could be achieved by improving certain procedures. It limited those estimates to the nine executive departments but pointed out that much higher savings could be achieved if the improvements were extended throughout the Government service, both in Washington and elsewhere.

In commenting on its observations regarding field offices, the Commission remarked that there was no uniformity between the filing systems of departmental headquarters and their field offices and expressed the opinion that uniformity was highly desirable. The Commission also commented on the great extent of duplication between field office files and headquarters files in the form of communications between headquarters and field offices and pointed out that a uniform filing system would enable either office, in the case of misplacement, loss, or destruction of any part of a file, to obtain copies from the office where the files were still preserved.

The Commission made 10 general recommendations regarding recordkeeping practices. The mystic number 10 seems most appropriate because of the Commission's strong advocacy of the decimal system; but one feels, on looking over some of the recommendations, that the number was somewhat forced. These 10 recommendations, with the underlying considerations on which they were based, were as follows: ³⁵

Recommendation 1. "That the system of folding correspondence in document files should be discontinued, and that all correspondence should be filed flat in vertical files."

In its investigations the Commission had found that many of the records in the Government's files were folded to a size of about 3½ by 8 inches and put into document containers although some few of the offices had recently changed to flat filing. In railroad and in-

³⁵ Memorandum of Conclusions, p. 4, 14-40, file 417.7, PCEE, RG 51, NA.

dustrial concerns the practice of folding records for filing was found to be extremely rare; the almost universal custom outside of Government offices was to file records flat.

Recommendation 2. "That the briefing of correspondence should be discontinued."

The purpose of briefing correspondence on the back was to facilitate the identification of papers that were folded and filed in document files. The adoption of flat filing would do away with the need for such identification. The Commission estimated that an annual saving of \$88,524.12 could be made if briefing were eliminated in all the executive departments.

Recommendation 3. "That all correspondence, both incoming and copies of outgoing, should be filed upon a subjective classification arranged as nearly as possible upon a self-indexing basis, and where numbers are regarded as essential that a logical arrangement of numbers under a decimal or analogous system should be employed."

The Commission considered that essential requirements for a filing system were (1) certainty of locating a particular paper or of locating all papers relating to a particular subject, (2) rapidity of filing and of locating papers, (3) cheapness of operation, (4) simplicity, and (5) economy in the use of space.

It found that only a few of the over 250 filing systems used in the executive departments could be regarded as scientific or logical. It considered the usual system (consisting simply of the numbering of letters or cases received in one immense progressive sequence) to be a numerical finding aid rather than a classification system. Such unscientific systems could work only through the support of elaborate registers and indexes; they did not bring into logical relation papers on different branches of a subject, nor did they even bring together papers relating to the same subject.

The Commission had found, in its explorations of the record practices of private industry, that a number of railroad and industrial corporations had put into use a subject classification. A decimal system had also been adopted by a few Government offices, notably the State Department's Bureau of Indexes and Archives. Among the advantages that the Commission attributed to the decimal system were (1) the ease with which it could be applied to the most varied subjects and its ability to represent by the use of a few figures the interrelations of subjects on both prime and subordinate levels, (2) its capacity for unlimited expansion, (3) its efficacy not only in drawing together all papers relating to the same subject but

also in putting papers on allied subjects in systematic physical relation, (4) its numbers, which served the double purpose of indicating both the subject and file location of the papers, and (5) its elimination of the necessity of referring to a subject index.

The Commission estimated that the installation of an effective system of subject classification in the executive departments would result in direct savings of at least \$200,000 a year and that additional indirect savings would come from the resulting better organization of working materials.

Recommendation 4. "That no book or card record of incoming or outgoing correspondence should be made except where absolutely essential; and that all bound book registers of correspondence received and sent should be discontinued."

The imperfections of the filing systems prevalent in the Government offices had led to the creation of a system of registers and indexes that were time consuming in both maintenance and use. Further cause for the intricate and cumbersome structure of finding aids lay in the effort of the Government offices to keep a record of every letter passing in and out and to provide for every contingency, no matter how remote, that might arise in the call for material from the files. Each year the executive departments filled 800,000 pages of register volumes and 8,000,000 cards at a cost of \$502,662.90 in salaries alone.

The Commission contrasted this situation with that of commercial firms, which, it said, surrounded their affairs with proper safeguards and kept enough records to provide for reasonable demands but did not, in the Commission's words, "waste their time in devising systems so elaborate as to provide against every contingency which might by ingenious conjecture be conceived as possible."³⁶

The Commission believed that with the installation of modern filing systems in Government offices the necessity for book or card registers would disappear.

Recommendation 5. "That carbon copies should constitute the record of outgoing correspondence, and that press copies should be discontinued."

The Commission found that the carbon copy had almost universally supplanted the press copy in the offices of private business. But in the Government, although a few offices had substituted the carbon copy, most of them still made and filed press copies.

The Commission's recommendation for supplanting the press

³⁶ Memorandum of Conclusions, p. 8, file 417.7, PCEE, RG 51, NA.

copy by the carbon copy was based on a study of their relative permanency, economy, and adaptability — standards that had also been used by the Keep Commission, which in addition used the standard of "evidential value."³⁷ The Taft Commission estimated that the substitution of the carbon copy for the press copy would save the Government over \$31,000 a year.

The remaining five general recommendations were rather obvious if not trivial and relate only indirectly to recordkeeping practices:

Recommendation 6. "That the employment of the dictation machine for the preparation of correspondence should be widely extended in the Government service."

Recommendation 7. "That 'window' envelopes should be used whenever possible, in order to eliminate the cost of addressing envelopes, assure accuracy of addressing mail, and facilitate its dispatch."

Recommendation 8. "That circulars issued by the Government should be wrapped and mailed by machinery as far as possible, in order to reduce the cost at present sustained by hand methods."

Recommendation 9. "That the forms to be filled in on the typewriter should be arranged so as to facilitate the making out and reviewing of them."

Recommendation 10. "That the salutation and the complimentary close should be eliminated from 'service' correspondence; that is to say, correspondence originating in and addressed to offices of the same department and that the title below the signature on such correspondence should be omitted and the title of officials addressed abbreviated."

Analysis of the cost figures given by the various departmental offices in their replies to Circular 5 are tabulated in the Commission's Memorandum of Conclusions. These tabulations show for each executive department the cost per thousand communications handled:³⁸

³⁷ Although the Commission in its Memorandum of Conclusions did not refer to the comparative evidential value of carbon and press copies, it had studied this matter at some length. In file 410, PCEE, is a 9-page memorandum prepared by Commission staff member Wilson E. Wilmot, dated Sept. 19, 1911, and entitled "The Press Copy Versus the Carbon Copy in Its Legal Aspect." The conclusion of the memorandum, supported by cited cases at law, is that the carbon copy, both as primary and secondary evidence, was held by judicial authority to have greater validity than the press copy. This memorandum was published as appendix 3 of the Commission's *Report on Business Methods in the Office of the Adjutant General, War Department*, p. 476-480 (62d Cong., 3d sess., *H. Doc.* 1252).

³⁸ Memorandum of Conclusions, insert between p. 10 and 11, file 417.7, PCEE, RG 51,

HANDLING INCOMING COMMUNICATIONS	COST PER M.
(exclusive of filing)	

1. Department of Agriculture	\$ 5.84
2. Post Office Department	5.96
3. Department of the Treasury	11.83
4. Department of the Navy	13.17
5. Department of the Interior	16.12
6. Department of Commerce and Labor	19.42
7. Department of Justice	44.28
8. Department of State	49.95
9. Department of War	81.40

HANDLING OUTGOING COMMUNICATIONS	COST PER M.
(exclusive of filing)	

1. Post Office Department	\$ 70.00
2. Department of Agriculture	85.44
3. Department of the Interior	127.50
4. Department of the Treasury	127.77
5. Department of Commerce and Labor	143.65
6. Department of State	282.42
7. Department of the Navy	285.13
8. Department of War	343.45
9. Department of Justice	508.18

FILING	COST PER M.
1. Post Office Department	\$ 6.53
2. Department of Agriculture	6.96
3. Department of the Treasury	8.24
4. Department of the Navy	12.87
5. Department of Commerce and Labor	12.89
6. Department of State	13.08
7. Department of War	16.18
8. Department of Justice	18.33
9. Department of the Interior	20.33

The Commission expressed the opinion that a number of changes in the methods of handling correspondence and in filing systems had been made by the Government offices in conformity with the recommendations in its memorandum. It believed that many of the changes were attributable, directly or indirectly, to its efforts. And, although it did not specify the improvements that had been effected, the Commission estimated that the changes in procedure had re-

NA. The wide range in cost may have resulted from different interpretations of the question and of what elements should be included as part of the cost of handling communications.

sulted in an annual saving to the Government of from \$50,000 to \$75,000.³⁹

In investigating the record practices of the Government the Commission worked through the Special Committees on the Handling and Filing of Correspondence that were formed in the various agencies. Each Special Committee, with the exception of that for the State Department, included in its membership personnel from the agency concerned, one member from a different agency, and two members from the staff of the Commission. These committees studied the replies sent in response to the questionnaire in Circular 5 and supplemented them with personal inspection of conditions and practices in the recordkeeping offices of the agency. They then prepared and forwarded preliminary reports to the Commission. The strong influence of the Commission and lack of independent thinking by the committees are evident in many of these reports, most of which slavishly repeat the Commission's first five general recommendations — in some instances even recommending discontinuance of procedures already discontinued by the agency.

The preliminary reports were not published, but the Commission did publish extended reports on the handling and filing of correspondence in the Department of Justice and in six major bureaus of the Department of War.⁴⁰ The preliminary reports contain only the committees' recommendations; the published reports on the Justice and War Departments contain both the Commission's recommendations and summaries of current practices and conditions.

When the Taft Commission made its survey of current practices, those practices differed widely among the various agencies. Most of the departments had already abandoned folding records and were filing flat, with resulting discontinuance of briefing on the back of the records. Notable exceptions, however, were the War and Navy Departments, the Bureau of Pensions in the Interior Department, and the Weather Bureau in the Department of Agriculture. Folding also persisted in some of the semiautonomous bureaus of the Department of Justice and in subordinate divisional files here and there throughout the Government.

The old straight numerical system of filing was still the system generally used in the executive departments, but here and there subject systems, either alphabetic or decimal, had been adopted, notably in the Bureau of Indexes and Archives in the Department of State and in the Office of Indian Affairs in the Department of the Interior.

³⁹ Memorandum of Conclusions, p. 41, file 417.7, PCEE, RG 51, NA.

⁴⁰ 62d Cong., 3d sess., *H. Doc.* 1252.

Registering correspondence was the general practice, although most agencies had discarded bound volumes in favor of cards. In the War, Navy, and Justice Departments, in particular, detailed recording on slips or cards was extensive.

Most of the agencies were preparing both carbon and press copies of letters sent, filing the carbon with the related incoming letter and maintaining the press copies in chronological order, either loose or bound in volumes.

Few of the agencies had, at the time of the Taft Commission, regular and effective programs for the disposal of records. The Department of Justice was especially conservative on this point. On the other hand the Department of Commerce and Labor made full use of existing disposal legislation, listing records for disposal in response to regular periodic requests from the Secretary.

The Commission's recommendations for the abandonment of folding and the adoption of flat filing was effective in the few offices where folding still persisted. The Bureau of Pensions began to convert from folded to flat filing late in 1913. The Navy Department changed to flat filing late in 1911.⁴¹ Most of the bureaus of the War Department changed from folded to flat filing at the time they installed the decimal system of classification, as did also the Weather Bureau in the Department of Agriculture. With the adoption of flat filing the practice of briefing on the back of the record was automatically discontinued.

The Commission's recommendation of a self-indexing, subject system for filing records, preferably under a decimal system of symbols, was extensively accepted in only two of nine executive departments — the Department of War and the Department of Justice. After considerable study and cautious investigation of the system, including a visit by a delegation to a number of private business offices in Jersey City, New York, Brooklyn, and Boston, the War Department adopted the decimal system of filing. Most of the Department's offices went under the new system in 1917, although two had installed the system a few years earlier and the Office of the Chief of Engineers did not apply the system to all its records until 1943.

Although the Department of Justice did not adopt a decimal system of classification, it devised, in response to the Commission's recommendations, a "duplex-numeric system" of coding a new sub-

⁴¹ Memorandum, Secretary of the Navy to the naval bureaus, Nov. 25, 1911, file 28067-27:4, General Correspondence, in General Records of the Department of the Navy, RG 80, NA.

ject-classification and installed it in 1914. To this day, however, the Justice Department has not completely abandoned the old straight numerical system and it still uses that system for filing communications of a type for which the later system does not provide.

The Commission's recommendations regarding filing systems brought results in other departments, though less extensive. In the Department of Agriculture a decimal system of classification was adopted by the Weather Bureau early in 1912 and by the Bureau of Animal Industry in 1913. The Bureau of Mines, Interior Department, installed the decimal system in 1911.

Except in the Department of War, the Commission's recommendations for discontinuing the recording of correspondence were generally ignored. Most of the offices that recorded their correspondence continued in their accustomed way. To this day, for example, the Department of Justice follows a very elaborate system of recording, covering about 35 percent of its communications. A recent self-survey of the Department recommended that this percentage be increased.⁴²

Despite the Commission's recommendations that the making of press copies be abandoned, most of the agencies persisted in the practice. Exceptions were the War Department and the Navy Department, where press copying was stopped in 1912, and the central files of the Department of Justice, where the practice was stopped in 1913. Most of the departments objected strongly to the recommendation, insisting on the legal value of press copies. The making of press copies persisted in many Government offices as late as the 1930's.

The Commission made no recommendations concerning the disposal of records but did, in its special reports on the War and Justice Departments, suggest that certain inactive records should be transferred from active file rooms to storage files.

EVALUATION OF THE COMMISSION'S WORK

We can arrive at an evaluation of the Commission's work relating to records by noting the degree to which its recommendations influenced the recordkeeping practices of the Government, by appraising the quality of its recommendations, and by observing some of the problems that it overlooked. Certain of its recommendations concerning other operations of the Government, particularly those

⁴² Department of Justice, *Record-Keeping Survey*, p. 7 ([1955], processed).

relating to accounting, auditing, and estimating budgetary requirements, affected the paperwork in those activities and exerted an influence on the creation, form, and maintenance of financial and other special types of records. But the influence of the Commission as it affected such technical records is not considered here.

From our review of the response of the departments we can see that no one of the Commission's recommendations received general acceptance throughout the Government. In some cases, such as the matter of folding and briefing records, this lack of response was caused by the fact that most of the agencies, with the notable exception of the War and Navy Departments, had already stopped those practices. But the Commission did deal the coup de grâce to folding and briefing in departments where the practice had survived the recommendations of the Keep Commission. The Taft Commission's recommendation against recording had extensive effect only in the Department of War. Most of the agencies had already turned from recording in bound volumes to recording on cards, and they continued to record on cards. In the matter of press copying, the Commission's recommendations were generally ignored.

Perhaps the most important and effective of the Commission's proposals was for the installation of a "subjective classification arranged as nearly as possible upon a self-indexing basis." Two of the nine departments, the Department of War and the Department of Justice, were notably influenced by this recommendation; and two others, the Department of Agriculture and the Department of the Interior, were affected to some degree.

One reason for the limited influence of the Commission on record practices in the Government was the administration's failure to press for the adoption of its recommendations. The experience of previous investigations had demonstrated that administrative reforms are not achieved merely by the issuance of academic reports and recommendations. It is true that President Taft did, in his letter to heads of agencies accompanying the Commission's Memorandum of Conclusions, say that he wished, "so far as may be practicable," to have the practices of the Government conform to those recommendations.⁴³ And he asked for a report as to the offices within the departments in which it was concluded that the recommendations could not be adopted with advantage. The requested reports were made by most of the agency heads; but, since

⁴³ Taft to the heads of departments, Feb. 13, 1912, unnumbered preliminary page in Memorandum of Conclusions, file 417.7, PCEE, RG 51, NA.

there was no followup by the Administration, the acceptance of the recommendations was left to the discretion of each department.

As to the substance of its recommendations, very little that the Commission had to say was new. The Keep Commission had previously recommended most of the reforms advocated by the Taft Commission, and some of the same reforms had been suggested also by the Cockrell Committee and the Dockery-Cockrell Commission. Only in its emphasis on the desirability of a subject system of classification did the Taft Commission present an idea that had not been already presented by its predecessors; and much that it had to say on this point only repeated the recommendations of the private firm of Gunn, Richards and Co., which had been employed by the Department of Justice and several other departments to make an efficiency survey of their practices and procedures. The one point that the Commission added to the Gunn-Richards recommendations was its strong advocacy of coding the subject classification by a decimal system. It was through this recommendation that the Commission had its most extensive and important influence on the recordkeeping practices of the Government.

In recommending the decimal system the Commission asserted that the system could be easily applied, was capable of unlimited expansion, would group subjects in logical sequence and with proper subordination, would bring together all papers relating to the same subject, and would serve as a mnemonic device to indicate not only the location but also the subject of each letter.

There can be no quarrel with the Commission's recommendation for the adoption of a self-indexing, logical subject system of classification. But its wisdom in recommending the decimal system in conjunction with the subject system of classification is open to question. We must remember that the decimal system is not a system of classification but merely a system of coding. In urging its adoption the Commission led some agencies to place their subject classification in a numerical strait jacket. For experience has shown that the decimal system does not truly possess all the advantages claimed for it.

When such a system is set up, it is necessary first to establish very broad subjects as the primary divisions in order to keep the number of primary divisions within the limit of 10. As a consequence, many of these broad primary divisions comprise secondary divisions that are themselves very broad. Some of these secondary divisions, representing major activities of an agency, have to be developed extensively to bring out their subordinate breakdowns. The result

is a complex and cumbersome coding. And the often long coding symbols are of little mnemonic use.

Nor is the system, in practice, always logical or capable of expansion. Because of the rigidity of the decimal framework, it is not always easy or even possible to put new topics in their proper logical place in the numerical sequence. As a result there is a tendency to use the "000 General" section as a catchall, throwing there topics that are not truly general in nature, and thus disrupting the logical relation of the subject progression.

We may conclude, then, that in the one sphere of recordkeeping practice in which the Commission achieved its most notable results — that of the decimal filing system — the benefit of its influence was doubtful.

A number of important problems relating to the Government's record practices were not mentioned by the Commission, and this despite the fact that the problems had been recognized and discussed by its predecessors and had even been called directly to its attention. Repeatedly the Commission would come face to face with a problem and then either ignore or sidestep it, going off into a discussion of a related but tangential matter. Thus, although in its Circular 5 it asked, "Are any classes of letters and documents destroyed at the expiration of regular periods?," it said nothing in either its Memorandum of Conclusions or its special studies regarding the disposal of records. It did prepare a special report on the disposition of wastepaper, presenting impressive statistics on the quantity available from the several agencies and discussing the most profitable methods of disposing of such material.⁴⁴ But it said nothing about the standards and regulations that should control the transmutation of records into wastepaper. In its special recommendations for the Justice and War Departments the Commission proposed the transfer of certain inactive records to departmental storage files, but it did not suggest considering their ultimate disposability. In its Memorandum of Conclusions it commented on the duplication between field office and headquarters records.⁴⁵ But, seemingly unaware of the possibility offered for the disposal of records, it proceeded simply to call for uniformity of filing systems, so that papers missing in one office might readily be replaced by copies from records in the other office.

⁴⁴ Commission on Economy and Efficiency, *Report on the Collection, Handling, and Disposition of Waste Paper in the Government Service . . .*, February 13, 1913. (62d Cong., 3d sess., S. Doc. 1105).

⁴⁵ Memorandum of Conclusions, p. 9, file 417.7, PCEE, RG 51, NA.

Nor did the Taft Commission mention the large accumulation of noncurrent Government records that lay mouldering in cellars and attics and other makeshift storage places. This subject was at the time gravely disturbing historians and other scholars, who expressed their concern not only in learned journals but also in popular magazines.⁴⁶ If members of the Commission were unaware of the situation from direct observation, and if somehow they missed reading about it in the public press, they should still have known of it from a letter written in September 1910 by J. Franklin Jameson to Norton concerning the condition of the Government's noncurrent records. The letter from Jameson has not been found in the Commission's records, but it is printed in the recent volume of Jameson letters.⁴⁷ In November Norton replied:

Your letter of September 7th has had careful consideration, and I am taking it with me to Panama, together with a comment made upon it by Assistant Secretary Hilles of the Treasury Department, and will see that it is laid before the President. I suggest that on my return from Panama you come to the Executive Office at your convenience.

I feel myself very strongly the danger involved in having the Government documents in their present condition. Do you not think that the organization of the present Library of Congress might be an effective one through which to classify, index, and store these valuable records?⁴⁸

But the Commission made no special study of the Federal archives, and this letter to Dr. Jameson seems to be the only paper among its records in which the subject is mentioned.

In all fairness, of course, we should not judge the Commission harshly because it did not base its recommendations on the modern principles of record management that have slowly evolved during almost a half century since its investigation. And we must also remember that it was acting as an efficiency expert. Its measuring stick was the dollar mark. It took the obvious factors of time and materials involved in a procedure, reduced them to terms of dollars and cents, totted up the results, and came forth with a recommendation. The Commission, therefore, quite naturally addressed itself to those current problems that could readily be translated into terms

⁴⁶ See, for example, Rosa Pendleton Chiles, "The National Archives; Are They in Peril?" in *Review of Reviews*, 45: 209-213 (Feb. 1912).

⁴⁷ Jameson to Norton, Sept. 7, 1910, in Elizabeth Donnan and Leo F. Stock, eds., *An Historian's World; Selections From the Correspondence of John Franklin Jameson*, p. 135 (Philadelphia, 1956).

⁴⁸ Norton to Jameson, Nov. 9, 1910, in White House Letters, file 080.2, PCEE, RG 51, NA.

of efficiency and economy and neglected those more subtle problems in which the values are cultural and imponderable.

But the Commission, regardless of its sins of omission, fostered the dawning awareness of the problems involved in the administration of modern records and in the evolution of modern methods of handling records. By repeating the recommendations of preceding investigations, by indoctrinating a corps of Federal workers in the joint and special committees on handling and filing correspondence, and by stirring up a general ferment over record procedures throughout the Government, the Commission sharpened the awareness of both clerks and administrators of the existence of record problems and of the possibility of developing new and better procedures for dealing with them.

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A Microfilmer Replies

By LEON deVALINGER, JR.¹

Hall of Records
Dover, Delaware

THE October 1957 number of the *American Archivist* contained a provocative article by Miss Jerry McDonald, entitled "The Case Against Microfilming." As a practicing archivist who utilizes microfilming as an important part of our record management program at the State, county, and municipal levels, I feel compelled to dissent from the unsubstantiated and untenable claims and incorrect statements appearing in the article.* Perhaps Miss McDonald's article would have served a better purpose if she had pointed out that the case is not *against* microfilming but *for* a more effective evaluation of what, when, and how microfilming should be done. It would be desirable to answer the statements in the article paragraph for paragraph, but regrettably space in the *American Archivist* is limited.

In the first sentence of her article, on page 345, the author, after attempting to disparage microfilming writes "... but never to my knowledge, based on extensive research, has anything been written about the shortcomings of microfilming." A far from complete list of writings that refer to the shortcomings of microfilming would include Morris L. Radoff's paper delivered at the Richmond, Va., meeting of the Society of American Archivists in 1942.² The War Department's Technical Manual (TM 12-257) entitled *Records*

¹ The author, who is treasurer of the Society of American Archivists, has been for many years the Archivist of Delaware.

*EDITOR'S NOTE: Mr. deValinger's lively rejoinder to Miss McDonald's equally lively article, "The Case Against Microfilming," is welcomed by the *American Archivist*. It should be noted, however, that Miss McDonald and Mr. deValinger, in their observations on cost, have chosen to consider opposite extremes. Miss McDonald sees only the cost of microfilming very difficult material with flat-bed cameras. Mr. deValinger's figures on microfilming cost apparently assume the use of an automatically fed rotary camera while his figures on alternative storage costs are in terms of steel file cabinets, which are not ordinarily used in an efficiently run storage facility. As a consequence the arguments seldom meet. A dispassionate article should now be written that would carefully analyze and distinguish in the matter of costs and would develop some aspects of the problem that do not turn so critically on the element of cost—for instance, microfilming as a means of preserving the substance of records that have begun to disintegrate, as a means of producing security copies, and as a means of publishing cheaply in a very small edition.

² Briefly summarized in *American Archivist*, 6: 27 (Jan. 1943).

Administration Microfilming of Records, published in 1946, has a section (IV) entitled "Disadvantages of Microfilm." Irving Zitmore refers to some of the disadvantages of microfilming, along with the advantages, in an article published in 1951.³ And in my own address on "Microfilming and Preservation of Public Records" delivered at Carmel, California, Sept. 20, 1956,⁴ there is a section describing the disadvantages of microfilming.

Toward the end of the second paragraph on page 345 of her article, Miss McDonald writes: "Despite the fact that many in the audience were either microfilm representatives or officials that had been using filming, the rather extensive question-and-answer period that followed brought out nothing to refute or dispute any of the attorney's statements." I marvel at this statement, but perhaps the "microfilm representatives or officials" were so astounded that they could not reply or possibly they were not given the opportunity to do so.

The first paragraph of page 346 decries the use of microfilming as an effective method of reducing records, "while its use as a tool in the accounting field, for instance, has been largely neglected." Here the author seems to overlook the use of microphotography for accounting purposes in banks, retail stores, and industrial and mercantile firms. It should be pointed out that modern automatic microfilming was first developed for and has had its greatest use in banks. Miss McDonald does not mention the remarkable World War II uses of microfilming in V-mail or such continuing nationwide microfilming projects as the reproduction of vital statistics for the U. S. Public Health Service or the microreproduction of newspapers.

Paragraph 2 on the same page states that \$1,500 worth of microfilming "would not even make a dent in 3,000 square feet of floor space." It is estimated that the capacity of a 4-drawer, letter-size file cabinet is approximately 14,000 documents. Each 4-drawer file cabinet requires approximately 6 square feet of floor space. This results in approximately 500 4-drawer file cabinets occupying 3,000 square feet of floor space.

The prorated cost of recording the contents of a 4-drawer file consisting of 14,000 exposures of letter-size documents, including film, purchase of microfilmer and reader, and labor cost for the

³ "How to Decide Whether to Microfilm Business Records, and How to Go About It," in *Journal of Accountancy*, Feb. 1951, p. 276-281.

⁴ Published in *39th Annual Conference of the National Association of Secretaries of State, September 20-22, 1956* (Sacramento, Calif.). Incidentally, the compiler of these proceedings, the Hon. Frank Jordan of Sacramento, has greatly improved the efficiency of recording and servicing the voluminous corporation records in his office through the use of microfilming.

machine operator computed at \$.002 per 16 mm. image⁵ totals approximately \$28. Therefore, to record the estimated 7,000,000 exposures contained in the 500 file cabinets would cost approximately \$14,000.

Let us pursue these figures further. At an average cost of \$125 for a 4-drawer steel filing cabinet, with a deduction of \$28 as the cost of microfilming its contents, there is a saving of \$97 in steel equipment gained through microfilming. This figure, multiplied by 500 (the number of file cabinets that occupy 3,000 square feet of floor space), gives a total saving of \$48,500 in steel equipment. Next, if we take the 3,000 square feet of floor space mentioned by the author and multiply it by \$3, a more realistic annual rental per square foot than the \$1 mentioned by Miss McDonald, we get the sum of \$9,000 annual rent saved. As the records in the low-cost center would obviously be retained for at least the period of the statute of limitations, let us take the median figure of 6 years. The cost in rent, then, for retaining the records in a 3,000 square foot area for 6 years would be \$54,000. Adding this sum to the \$48,000 saving in steel cabinets results in a total saving of \$102,500, through microfilming the contents of 500 file cabinets occupying 3,000 square feet of floor space.

Miss McDonald failed to include in her recommendation of decentralized storage facilities any comment on the disadvantages associated with this type of commercial "limbo" in terms of delays in producing the original material for reference and of the inherent hazard of misfiling the documents or of their loss in transit to and from the facilities. She made no comment on the difficulties that may be encountered by outside personnel in servicing the records. Understandably such personnel, unfamiliar with filing techniques peculiar to each client company, may misfile papers that are borrowed and returned.

Now let us turn to page 347, on which microfilmed engineering drawings are assailed. Miss McDonald's criticisms on this point are refuted by the modern microfilming systems now in use in the U. S. Signal Corps, the U. S. Navy Department, State highway department programs like that of Colorado, and many outstanding manufacturing organizations. The difficulties encountered in referring to drawings in roll form are readily met by unitizing microfilm copies in aperture cards. It seems strange that during her 2 years of "extensive research" Miss McDonald did not examine methods

⁵ "Microfilming Statements, City of Portland, Oregon," compiled by Will Gibson, auditor of the city of Portland. The statistics in this report include figures for the operation of the centralized microfilm project in Portland for the calendar year 1957.

like the Recordak Precision Engineering Drawing System for reproducing engineering drawings. The questions raised by her must have been answered for some time, in view of the impressive number of organizations that have invested thousands of dollars in converting their engineering drawings to microfilm in aperture cards and that are continuing to use this system.

On page 348 the author seems either misinformed or uninformed with respect to the retention and maintenance of cumulative records on microfilm. The method of dealing with such records is elementary, merely requiring the insertion of microfilm strips in acetate jackets. This is standard procedure in hundreds of business organizations and government agencies confronted with the problem. Miss McDonald is apparently unaware of the basic technique in targeting film, with targets that can be read without magnification. Her article does not acknowledge the inevitability of misfiling documents that are used in reference or the inherent advantage of microfilm in preserving the continuity of records and presenting an alteration-proof image.

The third paragraph on page 349, commenting on the need of constant electric current for the operation of photographing equipment, is too trifling to merit rebuttal. On the same page, the article envisions situations where personnel may refuse to release the documents for microfilming. If we are not to pass this by as frivolous, the question arises how, under the circumstances, any record is released for standard filing procedures.

On page 350 she refers to the inability of ordinary film to register colors without code notations. This difficulty has been met by the use of color film.** To register embossed legal seals on microfilm requires only rubbing over the raised part of the seal a specially manufactured crayon, which highlights the design for copying purposes. This is a common practice in photocopying. The author

** EDITOR'S NOTE: The proposed specification for permanent film record issued by the American Standards Association on Mar. 4, 1957, and adopted as an interim standard by the General Services Administration on June 14, 1957, recognizes (par. 1.2) only "safety cellulose ester-type films having gelatin-silver halide emulsions developed in ordinary processing solutions to produce what is normally called black-and-white photographic image. Silver halide layers that produce colored images by means of their chemical composition or treatment in processing are excluded. Likewise excluded are black-and-white silver halide images that have been chemically altered by treatment such as toning, reduction, or intensification." It further specifies that "A developer or a process of development designed to produce a colored image shall not be employed. Stained or toned images shall not be accepted for permanent-record use."

The Eastman Kodak Company's pamphlet, "Storage and Care of Kodak Color Films," says on p. 12: "Like other dyes, the dyes used in Kodak color films, prints, and enlargements may change in time. These products, therefore, will not be replaced or otherwise warranted against any change in color."

concerns herself with the distance that papers must be transported to the microfilmer. But many modern microfilm machines are of a size and weight that make it quite practicable to move them to the file areas.

The first paragraph on page 351 requires our attention. It would be interesting to see any comparative figures Miss McDonald may have on the number and cost of microfilm retakes as opposed to the number and cost of misfilings in a record center. One prominent record management firm states that "... the over-all average cost of misfiling is \$61.23 per misfiled paper."⁶ The errors due to the human element in a record center are bound to result in a number of misfiled documents.

The question concerning the legality of microfilm records, on the same page, can be best answered by reference to an opinion delivered by Justice Sutherland in adjudicating an appeal in the U. S. Circuit Court of Appeals, Second Circuit. The case was *United States of America, plaintiff-appellee, v. Martin T. Manton and George M. Spector, defendants-appellants*, on appeal from the United States District Court for the Southern District of New York. The decision given on Dec. 4, 1939, sustained the use of microfilm facsimiles of bank checks as evidence in the suit. This would seem to contradict Miss McDonald's contention that "... actually to date no major case has been tried where the authenticity of the film has been challenged."

Page 352 comments on the disastrous effect of heat and fire on microfilm records but fails to acknowledge identical if not greater hazards to original papers or the ease with which duplicate rolls of film can be made for security purposes and stored in dispersed areas. The author fails to comment on the excellent water-repellent quality of developed microfilm or the disastrous effect of floods on papers. During the past 20 years developed microfilm records have been submerged by floods in various parts of the country for hundreds of hours and have been salvaged without significant loss of information by the simple method of cleaning them in clear water. Paper records in the same situation would have been reduced to a mass of pulp.

Miss McDonald's comments on the low cost of record centers for the retention of documents gloss over the efficiency (or inefficiency) of the operations involved in storing original papers in this manner. She says little of the hazards of misfiling and other risks associated with retaining documents in their original form. One of the risks was well demonstrated in a midwestern State where an employee

⁶ *Records Trends*, Jan., Feb., 1955 (Records Controls, Inc., Chicago, Ill.).

deliberately set fire to a vast quantity of records, proving the point that papers are somewhat less than fireproof.

Lest some of our readers should be led astray it should be pointed out that there is equipment available other than the "\$80,000 re-production machine" mentioned on page 352.

The second paragraph of page 353 refers to the work of Irving Zitmore. His article already cited in footnote 3 opens with the following paragraph:

Microfilming, like many other good things, is subject to a great deal of abuse. Its success in recording current events and transactions by photographing the paper evidence thereof as it passes through some phase of the accounting procedure has effected important savings in time, labor, and costly accounting machines. Multiple postings and time-consuming descriptive entries are frequently eliminated. The microfilm records require only 1/200th of the space required for the paper records. The compact microfilm can be protected against fire, floods, and theft in a manner that would be prohibitively expensive for the bulkier paper records.⁷

On page 354, Miss McDonald, in her enthusiasm for a service that she apparently considers the answer to all record keeping problems, proposes the decentralization of records to a low-cost storage area. She fails, however, to indicate the cost of such storage and the cost of reference to records in the centers.

The figures I have provided in response to the claims on page 346 showed that the present cost of microfilming the contents of a 4-drawer file cabinet is approximately \$28,*** not the \$80 mentioned on page 355 of the article. The steel company executives quoted failed to give any consideration to the salvage cost of the file cabinets (ranging upward from \$125 each) after the contents have been microfilmed and failed to make any allowance for the saving in floor space occupied by these records. The statements from the steel company executives may not have been wholly impartial since their own product was involved.

In summary, the entire article reflects on the judgment of thousands of reputable business organizations, as well as city, county, State, and Federal government offices, which have selected microfilm for safeguarding and perpetuating many of their invaluable records. These organizations have been using microphotography as a record management tool for a considerably longer time than they have the newer approaches to record retention advocated by Miss McDonald.

⁷ *Journal of Accountancy*, Feb. 1951, p. 276.

*** EDITOR'S NOTE: This, of course, is the cost for material that can be automatically fed into a rotary camera; hand feeding brings the cost up, and the use of a flatbed camera makes the cost still higher.

Church Archives in the United States and Canada; a Bibliography

By EDMUND L. BINSFELD, C. PP. S.¹

Brunnerdale Seminary

AT the suggestion of Ernst Posner during the presidency of Wayne C. Grover in 1953 the Church Records Committee began, under the guidance of the Society's Council, this bibliography of published material relating to church archives. The committee now presents to the Society the results of its labors up to September 1957.

This bibliography, covering church archives in the United States and Canada, has been a cooperative endeavor throughout the past 4 years. The retiring chairman of the Church Records Committee gratefully acknowledges the assistance of his fellow workers: Msgr. Arthur J. Riley of Quincy, Mass.; Worth M. Tippy, archivist of DePauw University, Greencastle, Ind., and his secretary, Eleanore C. Cammack; Abbé Honorius Provost, assistant archivist of Laval University, Quebec; Mabel E. Deutrich of the National Archives, Washington, D. C., to whom the chairman pays special tribute because more than half of the work is Miss Deutrich's achievement; Thomas H. Spence, Jr., archivist of the Historical Foundation of the Presbyterian and Reformed Churches, Montreat, N. C.; Nelson P. Springer, librarian for the archives of the Mennonite Church at Goshen College, Goshen, Ind.; John P. Hively of the Maryland Hall of Records, Annapolis; and Father Thomas T. McAvoy, C. S. C., archivist of the University of Notre Dame, Notre Dame, Ind.

The Church Records Committee is quite aware that the bibliography is neither so comprehensive nor so complete as it might well be. Any additions or corrections will be welcomed. It is to be noted that the bibliography is only tentative, and it is hoped that it may in the future be made more useful by an additional list of appropriate titles.

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¹ Father Binsfeld, former chairman of the Church Records Committee of the Society of American Archivists, presents this bibliography as a report of his committee. As the items for the bibliography were furnished by several contributors, they are not always consistent in style or in length of annotation.

positories and guides to collections and libraries of the several States. In the second part collections of the chief private libraries are also listed.

2. HISTORICAL RECORDS SURVEY. Michigan. Inventory of church archives of Michigan; Dearborn churches. Detroit, Michigan Historical Records Survey Project, 1940. v, 54 p., processed. The first half of this volume contains a history of the various religious denominations in Dearborn. The inventory proper gives the names and locations of the churches and lists the records of each. Arranged alphabetically by denomination and thereunder by church or church organization. Indexed.
3. ———. Oklahoma. Inventory of the church archives of Oklahoma. No. 7, Bryan County (Durant). Oklahoma City, Oklahoma Historical Records Survey, 1937. iii, 24 p., processed. Contains historical information and a description of the records of each church. Arranged by religious denomination.
4. ———. Vermont. Inventory of the church archives of Vermont; preprint of churches of Hinesburg, 1789-1939. Montpelier, Vermont Historical Records Survey, 1939. iv, 13 p., processed. Gives historical information and a description of the kinds and amount of records of churches in the town of Hinesburg, Vt. Arranged alphabetically by church denomination.
5. ———. Washington. Survey of Everett, Yakima, and Wenatchee church archives. *Pacific Northwest quarterly*, 30:417-436 (Oct. 1939). A guide to the church archives in the three cities, giving the location of records, types of records, and dates. Arranged by city, thereunder alphabetically by denomination, and thereunder alphabetically by name of church.
6. ———. Washington. Survey of Seattle church archives. *Pacific Northwest quarterly*, 28:163-191 (Apr. 1937). A guide to church archives in the city of Seattle, giving the locations of the records, types of records, and dates. Arranged under the headings "active churches" and "defunct churches," thereunder alphabetically by denomination, and thereunder alphabetically by name of church.
7. ———. Washington. Survey of Spokane church archives. *Pacific Northwest quarterly*, 28:383-403 (Oct. 1937). A guide to church archives in the city of Spokane, giving the locations of the records, types of records, and dates. Arranged under the headings "active churches" and "defunct churches," thereunder alphabetically by church denomination, and thereunder alphabetically by name of church.
8. MANITOBA. PUBLIC ARCHIVES. Preliminary inventory. Provincial Library, Winnipeg, Manitoba, 1955. 59 p. Pages 7-9 contain a description of the church records in the Legislative Library of Manitoba.
9. PASSANO, ELEANOR P. An index of the source records of Maryland, genealogical, biographical, historical. Baltimore, privately printed, 1940. An excellent section on church records, p. 401-436, lists the records by denomination and by congregation within each denomination. (No Hebrew congregations are included.) The listing shows type of record, inclusive dates, and place of deposit.
10. SPENCE, THOMAS H., JR., VIRGIL V. PETERSON, and THOMAS F. O'CONNOR. Church archives and history. American Association for State and Local History, *Bulletin*, 1:257-304 (1946). Three papers respectively describe church records of the Historical Foundation of the Presbyterian and Reformed Churches, the Mormons, and the Roman Catholic Church in the United States.
11. SWEET, WILLIAM W. Church archives in the United States. *American archivist*, 14:323-331 (Oct. 1951). A discussion of the increased interest in church archives in recent years and a "general cross-section view of what has been accomplished thus far in gathering and preserving the widely scattered archival materials of American churches."

BAHA'I ASSEMBLIES

12. HISTORICAL RECORDS SURVEY. New Jersey. Inventory of the church archives of New Jersey; Baha'i assemblies. Newark, New Jersey Historical Records Survey, 1940. 26 p., processed. Devoted primarily to historical information. A brief listing of records is included in the six entries.

CATHOLIC

13. BROWNE, HENRY J. The American Catholic archival tradition. *American archivist*, 14: 127-139 (Apr. 1951). A commentary on the general lack of archival interest among American Catholic institutions until recent years, the occasional recognition of the value of archives by certain church officials, and the recent growth of interest in archives.
14. ———. The Catholic Church and the Knights of Labor. Washington, D. C., Catholic University of America Press, 1949. 415 p. In the essay on sources (p. 379-395) the author discusses only the sources used in preparing his doctoral dissertation and hence restricts his comments to archives in the field of his investigation, but he gives the names and locations of many Catholic archival collections, with some clues to their contents and facilities.
15. CARON, ABBÉ IVANHOË. Inventaire de la correspondance des évêques de Québec. *Rapport de l'archiviste de la province de Québec*, 1927-28 — 1938-39. Covers the years 1760-1840.
16. ———. Inventaire des documents concernant l'Église du Canada sous le régime français. *Rapport de l'archiviste de la province de Québec*, 1939-1940 — 1941-42. Covers the years 1605-1729.
17. DESROSIER, ABBÉ L.-A. Correspondance des évêques de Montréal 1827- . *Rapport de l'archiviste de la province de Québec*, 1942-43 — 1948-49.
18. ELLIS, JOHN T. A guide to the Baltimore Cathedral archives. *Catholic historical review*, 32: 341-360 (Oct. 1946). A valuable guide to one of the principal depositories of source materials for American Catholic history. An introduction giving historical and background information precedes brief descriptions of the various record series. An appendix contains a brief description of the books and newspapers in the cathedral archives and lists the names and addresses of other important record-creating agencies of the archdioceses of Baltimore and Washington.
19. ———. The life of James Cardinal Gibbons, Archbishop of Baltimore, 1834-1921. Milwaukee, Bruce Publishing Co., 1952. 2 vols. An essay on sources, 2: 651-669, contains an account of the manuscript sources in diocesan and seminary archives used in the preparation of the biography.
20. FERLAND, J. B. A. Notes sur les registres de Notre-Dame de Québec. 2d ed., Québec, G. et G. E. Desbarats, 1863. 100 p.
21. FOIK, PAUL J. Catholic archives of America. *Catholic historical review*, 1: 63-64 (Apr. 1915). A tribute to James F. Edwards, who undertook the collection of Catholic archives and their centralization at the University of Notre Dame in Indiana.
22. FOLEY, HENRY. Records of the English Province of the Society of Jesus. London, Burns and Oates, 1877-83. 8 vols. Valuable source material on the church in Colonial America. (American Jesuits were under the jurisdiction of the English Province from 1634 to 1773.)
23. GEIGER, MAYNARD. Calendar of documents in the Santa Barbara Mission archives. Washington, D. C., Academy of American Franciscan History, *Bibliographical series*, No. 1, 1947. 291 p. A detailed descriptive list of the documents in the important archives of the Santa Barbara Mission. The numbered entries in the calendar correspond to the numbers assigned to the documents in the archives. Arranged chronologically.
24. ———. The Franciscan conquest of Florida (1573-1618). Washington,

Catholic University of America Press, 1937. 319 p. The essay on the sources and bibliography (p. 269-294) discusses the original and published sources used by the author in preparing his doctoral dissertation. Many of the documents contain information relating to the activities of Franciscan friars in Spanish Florida. The discussion of the Stetson collection of photostats is of especial interest in this respect.

25. ———. In quest of Serrana. *Americas*, 1:97-103 (July 1944). While telling of the search for documents of and about Fray Junipero Serra, founder and *presidente* of the California missions, the author gives a general description of the Santa Barbara Mission.
26. GUILDAY, PETER. Life and times of John Carroll. Westminster, Md., Newman Press, 1954. A critical essay on the sources (p. 833-856) discusses the sources used by the author and gives much valuable information on the location and contents of Catholic archival depositories, particularly in the section on unpublished sources (p. 837-843).
27. ———. The writing of parish histories. *American ecclesiastical review*, 93:236-257 (Sept. 1935). A thorough outline of the subject with suggestions for the preservation of local historical material in parish archives.
28. HISTORICAL RECORDS SURVEY. District of Columbia. Preprint of inventory of records of St. Patrick's Church and School. Washington, D. C., Library of Congress, 1941. 23 p., processed. Devoted primarily to historical information concerning St. Patrick's Church and School, but contains a brief listing of records.
29. ———. Florida. Translation and transcription of church archives of Florida, Roman Catholic records; St. Augustine parish, white baptisms, 1784-1799. Tallahassee, Florida State Library Board, 1941. 2 vols., processed. Abstracts of original registers (books 1 and 2) of white baptisms in the parish of St. Augustine. Volume 1 records baptisms performed between Oct. 8, 1784, and July 30, 1792; volume 2 records those between July 30, 1792, and May 31, 1799. Indexed to personal names. The appendix in volume 1 contains transcriptions and translations of certain specimen entries.
30. ———. Michigan. Inventory of the church archives of Michigan; the Roman Catholic Church, Archdiocese of Detroit. Detroit, Michigan Historical Records Survey Project, 1941. v, 186 p., processed. Identifies and gives locations of the organizations, institutions, churches, schools, and cemeteries within the archdiocese and lists the records of each. Arranged by organizational unit. Indexed.
31. ———. Nevada. Inventory of the church archives of Nevada; Roman Catholic Church. Reno, Nevada Historical Records Survey, 1939. v, 49 p., processed. Gives name of church, school, or other organization; historical information pertaining to each; and a brief description of the records. Arranged in hierarchical order, listing records of (1) the diocese, (2) the cathedral, and (3) parishes, missions, and stations; and thereunder chronologically. Indexed.
32. ———. New Hampshire. Inventory of the Roman Catholic church records in New Hampshire. Manchester, Diocese of Manchester, 1938. ii, 127 p., processed. Gives a brief history of each ecclesiastical unit in the diocese and describes its records. A detailed table of contents lists each inventory entry.
33. ———. New York. Guide to depositories of manuscript collections in New York State (exclusive of New York City). Albany, 1941. On page 249 is a description of the archives of Bishop Bernard J. McQuaid's administration of the Diocese of Rochester, N. Y., now housed at St. Bernard's Seminary, Rochester.
34. ———. New York City. Inventory of the church archives of New York City; Roman Catholic Church, Archdiocese of New York. Vol. 2, the Bronx,

Manhattan and Richmond, New York, New York City Historical Records Survey, 1941. x, 181 p., processed. Contains historical information and lists records of the churches. Arranged chronologically except that material on St. Patrick's Cathedral is given first and that on the Uniate churches last. Indexed.

35. ———. Wisconsin. Inventory of the church archives of Wisconsin; Roman Catholic Church, Diocese of La Crosse. Madison, Wisconsin Historical Records Survey, 1942. xiv, 237 p., processed.
36. HOLWECK, F. G. The historical archives of the Archdiocese of St. Louis. *St. Louis Catholic historical review*, 1:24-39 (Oct. 1918). Contains a general description and a partial catalog of this collection, arranged under four headings — documents, petitions, Mexicana, and letters. Only the entries under the first heading give any clue to the contents of the records.
37. HUGHES, THOMAS. The history of the Society of Jesus in North America, Colonial and Federal. London, Longmans, 1908-17. 4 vols. Volume 1 (p. 25-27) contains a list of practically the entire Woodstock College collection, officially known as the Maryland Province Archives. Pages 1-31 give a complete list of sources for American Jesuit history.
38. KEKUMANO, CHARLES A. The secret archives of the diocesan curia. Washington, Catholic University of America Press, 1954. viii, 98 p. A detailed commentary on the erection, contents, custody, use, and abuse of the secret archives.
39. LOUIS, WILLIAM F. Diocesan archives. Washington, Catholic University of America Press, 1941. 101 p. Traces the legal history of diocesan archives and comments on the pertinent canon laws. Among the topics discussed are the definition of archives and the care, custody, and accessibility of the documents.
40. MCAVOY, THOMAS T. Catholic archives and their preservation. *Catholic library practice*, 2:86-99 (1950). A discussion of the need to organize records of diocesan and institutional offices and periodically turn them over to competent custodians and a statement of the obligation to provide suitable quarters. Among the subjects treated are a definition of archives, cataloging and calendaring, and the disposal of records.
41. ———. Manuscript collections among American Catholics. *Catholic historical review*, 37:281-295 (Oct. 1951). Deals chiefly with the work of James F. Edwards in building up the Notre Dame archival collection.
42. NOTRE DAME archives. *Library occurrent*, 11:177-178 (Apr.-June 1934). A brief account of the archives, reprinted from the South Bend, Ind., *News-Times*.
43. NUTE, GRACE L., ed. Documents relating to Northwest missions, 1815-1827. St. Paul, Minnesota Historical Society, 1942. xix, 469 p.
44. O'CONNOR, THOMAS F. Catholic archives of the United States. *Catholic historical review*, 31:414-430 (Jan. 1946). The author distinguishes between ecclesiastical archives and corporate or institutional archives, presents an overall picture of various Catholic archival holdings, and briefly analyzes church legislation concerning the establishment, care, and use of archives.
45. ———. Historical and archival activities of the Roman Catholic Church in the United States. American Association for State and Local History, *Bulletin*, 1:287-304 (Apr. 1946). Slight modification of the article listed immediately above.
46. PASCHALIA, SISTER M. Preluding history. *Illinois libraries*, 26:238-244 (June 1944). An account of the organization of the records and archives of the Dominican Sisters at St. Clara Convent, Sinsinawa, Wis. Gives information on the classification and cataloging of the holdings.
47. PROVOST, ABBÉ HONORIUS. Documents sur les anciennes cures de Montréal aux archives du séminaire de Québec. *Rapport 1946-47 de la société Canadienne d'histoire de l'Église Catholique*, p. 77-86.
48. ———. Le Séminaire de Québec et les missions d'Acadie. *Revue d'histoire de l'Amérique française*, 2:613-621 (Mar. 1949). A list of documents

- on the question preserved in the archives of the Seminary of Quebec and of the Archbishopric of Quebec.
49. ROY, PIERRE-GEORGES. Inventaire des registres de l'état civil conservés aux archives judiciaires de Québec. Beauceville, L' "ECLAIREUR," Ltd., 1921. 347 p.
 50. VAN MALE, JOHN. Resources of Pacific Northwest libraries. Seattle, Wash., Pacific Northwest Library Association, 1943. 404 p. Pages 177-178 describe the microfilm collection and correspondence of early Oblate and secular missionaries of the region deposited at Gonzaga University; also the manuscript holdings relating to Jesuit work among the Indians and pioneers of the Northwest (including some Indian treaties) deposited at Mt. St. Michael's Seminary, Spokane, Wash.
 51. THE WOODSTOCK LETTERS. Vol. 1- (1872-). A quarterly publication of the Society of Jesus, which prints early documents from the Woodstock College archives and letters of the Jesuit fathers in the United States. Many of the letters describe missionary activities among the American Indians in the Middle and Far West.
 52. WRIGHT, RALPH. Something new for historians. *Catholic educational review*, 47: 380-383 (June 1949). A descriptive article on the holdings of the Notre Dame archives written by one of the student workers.

JEWISH

53. AMERICAN JEWISH Archives. Folder, Hebrew Union College, Cincinnati, n.d. "The American Jewish Archives has gathered and catalogued a unique collection of letters, congregational records, and historical documents that preserve the voice of the American Jew, speaking in his own words, as recorded in the history of our nation."
54. THE AMERICAN JEWISH Historical Society, 1954. 13 p. "This brochure describes the activities of the American Jewish Historical Society . . . gives an account of the library and its valuable collections."
55. HISTORICAL RECORDS SURVEY. Colorado. Inventory of the church archives of Colorado; Jewish bodies. Denver, Colorado Historical Records Survey, 1941. 34 p., processed. Gives historical background, names, and locations of Jewish religious bodies in Colorado and describes their records. Arranged in three groups — national organizations, congregations, and cemeteries — and thereunder chronologically by date of establishment. Indexed.
56. ———. Louisiana. Inventory of the church and synagogue archives of Louisiana; Jewish congregations and organizations. Louisiana State University, Department of Archives, 1941. xvii, 183 p., processed. Divided into the following four parts: (1) historical sketch of the Jews in Louisiana, (2) archives of Jewish congregations, (3) Jewish cemeteries, and (4) Jewish organizations and institutions. The entries within each division, arranged chronologically, contain background information and brief descriptions and statements of the location of records. Indexed.
57. ———. Michigan. Inventory of the church and synagogue archives of Michigan; Jewish bodies. Detroit, Michigan Historical Records Survey Project, 1940. vi, 65 p., processed. Gives historical background, names, and locations of Jewish religious institutions, congregations, and cemeteries in Michigan and describes the records in each. Arranged by institutions, congregations, and organizations and thereunder chronologically. Indexed.
58. ———. Mississippi. Inventory of the church and synagogue archives of Mississippi; Jewish congregations and organizations. Jackson, Mississippi State Conference, B'nai B'rith, 1940. v, 41 p., processed. Gives historical information concerning the Jewish organizations and congregations and lists the records of each. The first four entries are for organizations; the rest are for congregations, arranged chronologically by date of establishment. Indexed.
59. ———. Tennessee. Inventory of the church and synagogue archives of

- Tennessee; Jewish congregations. Nashville, Tennessee Historical Records Survey, 1941. iv, 55 p., processed. Historical information, lists, and locations of records. Arranged chronologically under (1) national organizations and publications and (2) congregations. Indexed.
60. ———. Wisconsin. Inventory of the church and synagogue archives of Wisconsin; Jewish congregations. Madison, Wisconsin Historical Records Survey, 1942. iv, 57 p., processed.
 61. MEYER, ISIDORE S. The American Jewish Historical Society. New York, 1943. 21 p. Reprinted from *Journal of Jewish bibliography*, vol. 4. This pamphlet discusses the holdings of the American Jewish Historical Society Library, with particular attention to seven large divisions of archival and other manuscript material. One of these is the A. S. W. Rosenbach memorial to his mother.
 62. STERN-TAEUBLER, SELMA. Survey on the Jewish archives in America. *Archivum*, 4: 169-173 (1954). Discusses the plans made in 1947 for the American Jewish Archives at Cincinnati and the problems met and solved. Enumerates the types of materials collected and the places from which they were received.
 63. THE ZIONIST Central Archives. *American archivist*, 13: 351-356 (Oct. 1950). "Revision of a leaflet previously issued by the Archives from its headquarters in the Jewish Agency Building, Jerusalem." Tells of the founding of the Zionist Central Archives in Berlin in 1919, its transfer to Jerusalem in 1933, and its objectives and describes its holdings and some of its accomplishments.

PROTESTANT — GENERAL

64. ALLISON, WILLIAM H. Inventory of unpublished material for American religious history in Protestant church archives and other repositories. Washington, D. C., Carnegie Institution of Washington, 1910. 254 p. Although published in 1910, this volume is still a basic source for materials relating to Protestant denominations. It gives the location and a listing of documents housed in various depositories.
65. THE BULLETIN; records and proceedings of the committee on archives of the United Church of Canada. Vol. 1- (1948-). Published in collaboration with Victoria University. Toronto, United Church Publishing House. These annual *Bulletins* contain much information on the nature and extent of the holdings in the Central and Conference Archives. The recent editions list the more important acquisitions.
66. HISTORICAL RECORDS SURVEY. New Jersey. Transcriptions of early church records of New Jersey; colporteur reports to the American Tract Society, 1841-1846. Newark, New Jersey Historical Records Survey, 1940. 123 p., processed. These transcripts of reports of colporteurs give an insight into social and economic conditions.
67. ———. Utah. Inventory of the church archives of Utah. Vol. 3, smaller denominations. Ogden, Utah Historical Records Survey, 1941. iv, 73 p., processed. Gives historical information and descriptions of the kinds and amount of records. Arranged alphabetically by denomination and thereunder by churches in chronological order of their establishment. Indexed.
68. SOME RECENT acquisitions. *Historical foundation news*, Jan. 1, 1946, p. 2; July 1, 1946, p. 3; and Oct. 1, 1946, p. [3]. Includes records from local churches in the United States, periodicals, and pastoral registers.

Assemblies of God

69. HISTORICAL RECORDS SURVEY. Wisconsin. Inventory of the church archives of Wisconsin; Assemblies of God. Madison, Wisconsin Historical Records Survey, 1942. v, 73 p., processed. Gives historical information and lists records, with their locations. Arranged chronologically under the following sections: (1) assemblies affiliated with the Wisconsin and Northern Michigan District Council, (2) German branch, and (3) independent assemblies. Indexed.

Baptist Church

70. BAPTIST bibliography. Vol. 1, A-authors, 1947; vol. 2, B-Biloxi, 1952; vol. 3, Bin-Bz, 1953; vol. 4, C-Colby, 1954; vol. 5, Colc-Cz (in preparation). "Being a register of printed material by and about Baptists; including works written against the Baptists. . . . The attempt has been made to include writings of Baptists, not only on Baptist topics, but also on topics of general theological, philosophical, historical and social content."
71. HISTORICAL RECORDS SURVEY. Florida. Inventory of the church archives of Florida; Baptist bodies. Florida State Association of Old Line Baptist, composed of missionary Baptist churches. Tallahassee, Florida State Library Board, 1940. 15 p., processed. Gives background information, descriptions, and locations of the records. Records of the association are described first; thereafter records of churches, arranged chronologically by date of establishment. Indexed.
72. ———. Florida. Inventory of the church archives of Florida; Baptist bodies. No. 3, Black Creek Baptist Association. Tallahassee, Florida State Library Board, 1940. 21 p., processed. Gives historical information, descriptions, and locations of the records. Records of the association are described first; thereafter records of churches, arranged chronologically by date of establishment. Indexed.
73. ———. Florida. Inventory of the church archives of Florida; Baptist bodies. No. 12, Lake County Baptist Association. Jacksonville, Florida Historical Records Survey Project, 1940. 33 p., processed. Gives historical information, descriptions, and locations of the records. Records of the association are described first; thereafter records of churches, arranged chronologically by date of establishment. Indexed.
74. ———. Florida. Inventory of the church archives of Florida; Baptist bodies. No. 17, Northeast Florida Baptist Association. Jacksonville, Florida Historical Records Survey Project, 1940. 21 p., processed. Gives background information, descriptions, and locations of the records. Records of the association are described first; thereafter records of churches, arranged chronologically by date of establishment. Indexed.
75. ———. Florida. Inventory of the church archives of Florida; Baptist bodies. No. 18, Northwest Coast Baptist Association. Tallahassee, Florida State Library Board, 1940. 26 p., processed. Gives background information, descriptions, and locations of the records. Records of the association are described first; thereafter records of churches, arranged chronologically by date of establishment. Indexed.
76. ———. Florida. Inventory of the church archives of Florida; Baptist bodies. No. 19, Okaloosa Baptist Association. Jacksonville, Florida Historical Records Survey Project, 1940. 21 p., processed. Gives background information, descriptions, and locations of the records. Records of the association are described first; thereafter records of churches, arranged chronologically by date of establishment. Indexed.
77. ———. Florida. Inventory of the church archives of Florida; Baptist bodies. No. 20, Orange Blossom Baptist Association. Jacksonville, Florida Historical Records Survey Project, 1940. 40 p., processed. Gives background information, descriptions, and locations of the records. Records of the association are described first; thereafter records of churches, arranged chronologically by date of establishment. Indexed.
78. ———. Florida. Inventory of the church archives of Florida; Baptist bodies. No. 21, Palm Lake Baptist Association. Jacksonville, Florida Historical Records Survey Project, 1940. 16 p., processed. Gives background information, descriptions, and locations of the records. Records of the association are described first; thereafter records of churches, arranged chronologically by date of establishment. Indexed.

79. ———. Florida. Inventory of the church archives of Florida; Baptist bodies. No. 25, Pinellas County Baptist Association. Jacksonville, Florida Historical Records Survey Project, 1940. 28 p., processed. Gives background information, descriptions, and locations of the records. Records of the association are described first; thereafter records of churches, arranged chronologically by date of establishment. Indexed.
80. ———. Florida. Inventory of the church archives of Florida; Baptist bodies. No. 30, Seminole Baptist Association. Jacksonville, Florida Historical Records Survey Project, 1940. 42 p., processed. Gives background information, descriptions, and locations of the records. Records of the association are described first; thereafter records of churches, arranged chronologically by date of establishment. Indexed.
81. ———. Florida. Inventory of the church archives of Florida; Baptist bodies. No. 32, Southwest Baptist Association. Jacksonville, Florida Historical Records Survey Project, 1939. 29 p., processed. Gives historical information, descriptions, and locations of the records. Records of the association are described first; thereafter records of churches, arranged chronologically by date of establishment. Indexed.
82. ———. Georgia. Inventory of the church archives of Georgia; Atlanta Association of Baptist Churches, affiliated with Georgia Baptist Convention. Atlanta, Georgia Historical Records Survey, 1941. v, 92 p., processed. Gives background information, names, locations, and descriptions of records. Arranged under two headings: (1) Baptist bodies and agencies and (2) Atlanta Association of Baptist Churches. The records of churches are arranged chronologically by date of establishment. Indexed.
83. ———. Georgia. Inventory of the church archives of Georgia; Fairburn Missionary Baptist Association, affiliated with Georgia Baptist Convention. Atlanta, Georgia Historical Records Survey, 1941. v, 82 p., processed. Gives background information, names and locations of depositories, and descriptions of records. Arranged under two headings: (1) Fairburn Missionary Baptist Association and (2) Atlanta Association of Baptist Churches. Records of churches are arranged chronologically by date of establishment. Indexed.
84. ———. Missouri. Bethel Church book; minutes of the proceedings of the Bethel Church, 1806-1867. St. Louis, Missouri Historical Records Survey, 1940. iv, 82 p., processed. Transcription of the Bethel Church minute book.
85. ———. Missouri. Inventory of the church archives of Missouri; Baptist bodies. No. 1, Tebo Baptist Association. St. Louis, Missouri Historical Records Survey, 1950. vii, 55 p., processed. Entries relating to individual churches, arranged chronologically by date of establishment, contain historical information and descriptions of the records. Indexed.
86. ———. New Jersey. Inventory of the church archives of New Jersey; Baptist bodies. Newark, New Jersey Historical Records Survey, 1938. xxii, 289 p., processed. Gives brief historical statement and descriptions of the records. Arranged by conventions and associations and thereunder chronologically by date of church establishment. Indexed.
87. ———. New Jersey. Inventory of the church archives of New Jersey; Baptist bodies, Seventh Day Baptist supplement. Newark, New Jersey Historical Records Survey, 1939. 161 p., processed. Describes the Seventh Day Baptist records at Plainfield, N. J. Arranged by societies, boards, and other organizational units.
88. ———. North Carolina. Inventory of the church archives of North Carolina; Southern Baptist Convention, Allegany Association. Raleigh, North Carolina Historical Records Survey, 1940. vi, 12 p., processed. Gives historical information and lists the records of each church. Arranged chronologically.
89. ———. North Carolina. Inventory of the church archives of North

- Carolina; Southern Baptist Convention, Brunswick Association. Raleigh, North Carolina Historical Records Survey, 1941. vi, 23 p., processed. Gives historical information and lists the records of each church. Arranged chronologically. Indexed.
90. ———. North Carolina. Inventory of the church archives of North Carolina; Southern Baptist Convention, Central Association. Raleigh, North Carolina Historical Records Survey, 1941. vi, 40 p., processed. Gives historical information and lists the records of each church. Indexed.
 91. ———. North Carolina. Inventory of the church archives of North Carolina; Southern Baptist Convention, Flat River Association. Raleigh, North Carolina Historical Records Survey, 1941. vi, 39 p., processed. Gives historical information and lists the records of each church. Arranged chronologically. Indexed.
 92. ———. North Carolina. Inventory of the church archives of North Carolina; Southern Baptist Convention, Raleigh Association. Raleigh, North Carolina Historical Records Survey, 1940. vi, 56 p., processed. Gives historical information and lists the records of each church. Arranged chronologically. Indexed.
 93. ———. North Carolina. Inventory of the church archives of North Carolina; Southern Baptist Convention, Stanley Association. Raleigh, North Carolina Historical Records Survey, 1941. vi, 33 p., processed. Gives historical information and lists the records of each church. Arranged chronologically. Indexed.
 94. ———. North Carolina. Inventory of the church archives of North Carolina; Southern Baptist Convention and North Carolina Baptist State Convention, Yancey Baptist Association. Raleigh, North Carolina Historical Records Survey, 1942. iv, 42 p., processed. Gives historical information and lists the records of each church. Arranged chronologically. Indexed.
 95. ———. Rhode Island. Inventory of the church archives of Rhode Island; Baptist churches. Providence, Rhode Island Historical Survey, 1941. iv, 231 p., processed.
 96. ———. Tennessee. Inventory of the church archives of Tennessee; Tennessee Baptist Convention, Nashville Baptist Association. Nashville, Tennessee Historical Records Survey, 1939. iv, 69 p., processed. Contains historical information and lists of records. Arranged under (1) Baptist bodies and agencies and (2) the Nashville Association (thereunder chronologically). Indexed.
 97. ———. Tennessee. Inventory of the church archives of Tennessee; Tennessee Baptist Convention, Ocoee Baptist Association. Nashville, Tennessee Historical Records Survey, 1942. vii, 134 p., processed. Contains historical information and lists of records. Arranged under (1) Baptist bodies and agencies and (2) the Ocoee Association (thereunder chronologically). Indexed.
 98. ———. Utah. Inventory of the church archives of Utah. Vol. 2, Baptist Church. Salt Lake City, Utah Historical Records Survey, 1940. v, 71 p., processed. Contains historical information and descriptions of the kinds and amounts of records. The records of the Northern Baptist Convention are given first, followed by those of churches and missions in chronological order. Indexed.
 99. ———. Virginia. Inventory of the church archives of Virginia; Dover Baptist Association. Richmond, Virginia Historical Records Survey, 1939. xxiii, 56 p., processed. Gives historical information and describes the records. Arranged chronologically. Indexed.
 100. ———. Virginia. Inventory of the church archives of Virginia; Negro Baptist churches in Richmond. Richmond, Virginia Historical Records Survey, 1940. xii, 59 p., processed. Gives historical information and lists records. Arranged chronologically under the following headings: (1) national and

State associations, (2) district associations and churches, and (3) churches not affiliated with a district association. Indexed.

101. KUHNS, FREDERICK. *The Baptists in Iowa. Palimpsest*, 26: 333-388 (Sept. 1955).
102. SWEET, WILLIAM W., ed. *Religion on the American frontier*. Vol. 1: *The Baptists*; a collection of source material. New York, H. Holt and Co., [1931]. ix, 652 p. In the bibliography (p. 629-637) part 1, manuscripts (p. 629 and 630), lists (1) church minutes and other church records and letters and diaries of Baptist ministers and (2) other manuscript materials by or concerning Baptists. In subsection (2) the depositories holding such materials are noted.
103. TORBET, ROBERT G. *A social history of the Philadelphia Baptist Association, 1707-1940*. Philadelphia, Westbrook Publishing Co., 1944. 243 p. The bibliography (p. 234-249), especially in parts 3-6, lists various manuscripts and semiofficial and private archival holdings relating to the Baptist churches of the Philadelphia area.

Christian Reformed Church

104. HISTORICAL RECORDS SURVEY. *Inventory of the church archives of New Jersey; Christian Reformed*. Newark, New Jersey Historical Records Survey, 1941. 39 p., processed.

Church of Christ, Scientist

105. HISTORICAL RECORDS SURVEY. *Arkansas. Inventory of the church archives of Arkansas; Church of Christ, Scientist*. Little Rock, Arkansas Historical Records Survey, 1941. 35 p., processed. Gives names of churches or societies, brief historical background for each, and a description and location of the records. Arranged chronologically by date of establishment of the church or society. The inventory proper is preceded by an essay on the Christian Science movement. Indexed.

Church of England

106. COBB, HENRY S. *Archives of the Church Missionary Society. Archives*, 2: 293-299 (Michaelmas 1955).

Church of the Nazarene

107. HISTORICAL RECORDS SURVEY. *Michigan. Inventory of the church archives of Michigan; Church of the Nazarene, Michigan District Assembly*. Detroit, Michigan Historical Records Survey Project, 1942. 50 p., processed. Identifies the church organizations and churches and describes the records of each. Arranged by church organizations and churches and thereunder chronologically. Indexed.
108. ———. *Wisconsin. Inventory of the church archives of Wisconsin; Church of the Nazarene*. Madison, Wisconsin Historical Records Survey, 1941. 58 p., processed. Gives historical information and lists and gives locations of records. Arranged chronologically. Indexed.

Churches of God

109. HISTORICAL RECORDS SURVEY. *Michigan. Inventory of the church archives of Michigan; Churches of God, Michigan assemblies*. Detroit, Michigan Historical Records Survey Project, 1941. 62 p., processed. Identifies the church organizations and congregations and describes the records of each. Arranged in five groups of denominations, thereunder by organizations and congregations, and thereunder chronologically. Indexed.

Congregational Christian Church

110. HISTORICAL RECORDS SURVEY. New Jersey. Inventory of the church archives of New Jersey; Congregational Christian churches. Newark, New Jersey Historical Records Survey, 1941. 94 p., processed. Gives historical information and a brief listing of the records of each church body. Arranged by church organization. Indexed.
111. SWEET, WILLIAM W., *ed.* Religion on the American frontier. Vol. 3: The Congregationalists; a collection of source materials. Chicago, University of Chicago Press, 1939. xi, 435 p. In the bibliography (p. 407-420), part 1, manuscripts (p. 407), describes Congregationalist letters and documents in six repositories, five of which are libraries of theological seminaries or church-related colleges.

Disciples of Christ

112. HISTORICAL RECORDS SURVEY. Wisconsin. Inventory of the church archives of Wisconsin; Disciples of Christ. Madison, Wisconsin Historical Records Survey, 1942. v, 83 p., processed. Gives historical information and lists the records, with their locations. Arranged chronologically. Indexed.

Eastern Church

113. HISTORICAL RECORDS SURVEY. New York City. Inventory of the church archives of New York City; Eastern Orthodox churches and the Armenian Apostolic Church in America. New York, New York City Historical Records Survey, 1940. xxvii, 178 p., processed. Gives historical information and lists the records of the congregations of the 13 Eastern Orthodox bodies and of the Armenian Holy Apostolic Church of America. Arranged by synodical, diocesan, or archdiocesan organizations and thereunder chronologically. Indexed.

Evangelical and Reformed Church

114. HISTORICAL RECORDS SURVEY. Michigan. Inventory of the church archives of Michigan; Evangelical and Reformed Church. Detroit, Michigan Historical Records Survey Project, 1941. 45 p., processed. Gives the names and locations of churches, institutions, and organizations of the Evangelical-Reformed Church that belong to the Michigan-Indiana Synod, and a description and statement of the locations of their records. Arranged by (1) organizations and institutions, and (2) churches, listed chronologically by date of establishment. Indexed.
115. ———. Michigan. Inventory of the church archives of Michigan; Evangelical Church, Michigan Conference. Detroit, Michigan Historical Records Survey Project, 1941. 58 p., processed. Gives historical background, names, and locations of organizations and churches; lists the records; and shows their locations. Arranged by organizations and by churches and thereunder chronologically. Indexed.
116. ———. New Jersey. Inventory of the church archives of New Jersey; Evangelical Church. Newark, New Jersey Historical Records Survey, 1941. 37 p., processed. Gives historical information and a listing of records. The records of the General Conference and the constituent districts are arranged serially, followed by those of the affiliated New Jersey churches. Indexed.

Friends, Society of

117. DRAKE, THOMAS E. The Quaker collection at Haverford. Pennsylvania, Haverford College, 1956. 12 p. Excerpt from the annual report of the curator of the Quaker collection, 1954-55. Contains a brief review of the history of the

- Quaker collection and a partial list of the larger collections of books and manuscripts in the Haverford College Library.
118. FRIENDS HISTORICAL ASSOCIATION. Inventory of church archives; Society of Friends in Pennsylvania. Philadelphia, Pennsylvania Friends Historical Association, 1941.
 119. HISTORICAL RECORDS SURVEY. New York City. Inventory of the church archives of New York City; Religious Society of Friends. Compiled by John Cox, Jr. New York, New York City Historical Records Survey, 1940. i, 224 p., processed.
 120. ———. New York City. New York City church archives; Religious Society of Friends, a catalogue. New York, New York City Historical Records Survey, 1940. 224 p., processed. A catalog of the records in the possession of, or relating to, the two New York yearly meetings of the Friends and their subordinate meetings.
 121. ———. Pennsylvania. Inventory of church archives; Society of Friends in Pennsylvania. Philadelphia, Pennsylvania Friends Historical Association, 1941. iii, 397 p., processed. Contains much historical information, with lists and locations of records. Arranged by meetings. Indexed.
 122. ———. Rhode Island. Inventory of the church archives of Rhode Island; Society of Friends. Providence, Rhode Island Historical Records Survey, 1939. iii, 80 p., processed. Contains historical information and description of records. Arranged by societies and thereunder by meetings. Indexed.
 123. JAMES, ALFRED P., ed. Old Western Pennsylvania documents of the Society of Friends; Westland minutes. *Western Pennsylvania historical magazine*, 9: 53-59, 122-126, 202-205, 276-279 (Jan.-Oct. 1926). Minutes, Mar. 24, 1792-Mar. 3, 1793, of the Westland monthly meeting of Friends, Washington County, Pa.
 124. RILEY, LYMAN W., and FREDERICK B. TOLLES, comps. A guide to the location of American Quaker meeting records. *Bulletin of Friends historical association*, 40: 33-37 (Spring 1951).

Latter-day Saints, Church of the

125. BENNETT, ARCHIBALD F. The record copying program of the Utah Genealogical Society. *American archivist*, 16: 227-232 (July 1953). The church records microfilmed are of christenings, marriages, and burials, in the United States and Europe. Copies of the film for each State are deposited in an appropriate institution (usually the State historical society).
126. PETERSON, VIRGIL. Behold there shall be a record kept among you. American Association for State and local history, *Bulletin*, 1: 272-286 (Apr. 1946). A discussion of the importance of vital statistics to Mormons and of their early realization of the need for records. The author describes the housing available for Mormon records and the wealth of records useful not only to Mormons but also to social, economic, and political historians.

Lutheran Church

127. ANDER, O. F. The Augustana College archives. *Illinois libraries*, 37: 168-175 (June 1955). Describes the important primary sources of the Augustana Evangelical Lutheran Church in the Augustana College archives, Rock Island, Ill. Discusses three groups: (1) records and manuscripts pertaining to the church, (2) records and manuscripts concerning the college and seminary, and (3) records concerning Swedish immigrants in general.
128. DEUTRICH, MABEL E. Archival developments in the Lutheran churches in the United States. *American archivist*, 15: 127-138 (Apr. 1952). Locates and describes the archival depositories and the holdings of various Lutheran Church bodies in the United States.
129. FORSTER, WALTER O. Zion on the Mississippi. [St. Louis], Concordia Publishing Co., 1953. 606 p. Pages 584-586 of the bibliography list the manu-

scripts and documents relating to the Lutheran Church in Missouri that are in the Concordia Historical Institute, St. Louis. There are also short references to the archives of several individual congregations.

130. GUIDE TO DEPOSITORIES of manuscript collections in Pennsylvania. Pennsylvania Historical Commission, *Bulletin* no. 774, series no. 4. Harrisburg, 1939. A guide to the holdings of the Lutheran Theological Seminary at Philadelphia and the archives of the Ministerium of Pennsylvania.
131. HISTORICAL RECORDS SURVEY. Connecticut. Inventory of the church archives of Connecticut; Lutheran. New Haven, Connecticut Historical Records Survey, 1941. 187 p., processed. Contains historical information, names and locations of churches, and brief descriptions and statements of the location of records. Entries for active churches are arranged by synod and thereunder chronologically. Indexed.
132. ———. Delaware. Inventory of the church archives of Delaware; preprint of sections 22, Lutheran Church, and 23, Protestant Episcopal Church. Wilmington, Delaware Historical Records Survey, 1938. iv, 43 p., processed. Lists, describes, and gives locations of records of the Lutheran and Episcopal churches in Delaware. Much of the inventory is devoted to historical information concerning the churches and to pertinent bibliographical information. Indexed.
133. ———. New York City. Inventory of the church archives of New York City; Lutheran Church. New York, New York City Historical Records Survey, 1940. xii, 152 p., processed. Gives historical information and lists records. Arranged by synods and thereunder chronologically. Indexed.

Mennonite Church

134. ARCHIVES OF THE MENNONITE CHURCH. *Bulletin*, 1- (1950-). Issued by the Archives of the Mennonite Church, Goshen College, Goshen, Ind. To date five processed issues have appeared: (1) brief history and plan of administration of the archives of the Mennonite Church, (2) rules and regulations for the use of archives, (3) plan for the accessioning and arranging of materials in the archives, (4) the collection of newspaper clippings in the archives, and (5) suggested forms for the transfer of official and personal records to the archives.
135. BENDER, HAROLD S. Inauguration of the archives. *Mennonite historical bulletin*, 1: [7] (Oct. 1940). Program of dedication services of the Archives of the Mennonite Church, Goshen College, Goshen, Ind., with description of its facilities for records.
136. ———. Our Mennonite archives. *Mennonite historical bulletin*, 1: 1 (Apr. 1940). Announces the establishment of official archives for the Mennonite Church.
137. ———. Our Mennonite Church archives. *Gospel herald*, 32: 234-235 (June 15, 1939). Explanation of the function of a church archives; the action of the Mennonite General Conference in 1937, commissioning its historical committee to establish an archives for the Mennonite Church; and the work of the historical committee in carrying out its assignment.
138. BURKHOLDER, L. J. Ontario Mennonite archives. *Mennonite historical bulletin*, 1: 3 (Apr. 1940). Describes records of the Mennonite Conference of Ontario, then on deposit with the Archives Branch of the Provincial Government of Ontario but removed in 1941 to a conference vault in the Golden Rule Bookstore, 187 King St. E., Kitchener, Ontario.
139. [ERB, PAUL]. Keeping records. *Gospel herald*, 43: 875 (Sept. 5, 1950). The editor of the official organ of the Mennonite Church stresses the value of church records and urges support of the Archives of the Mennonite Church, Goshen College, Goshen, Ind.

140. GINGERICH, MELVIN. Church bulletins as church history. *Gospel herald*, 42:523 (May 31, 1949).
141. ——— and J. C. WENGER. Catalog the church archives. *Gospel herald*, 41:556 (June 15, 1948). An appeal for funds to finance the cataloging of the records deposited in the Archives of the Mennonite Church, Goshen College, Goshen, Ind.
142. MENNONITE GENERAL CONFERENCE. Historical Committee. Recommended policies regarding the retention and disposal of the records of officers and committees of the agencies of the Mennonite Church. [Goshen, Ind., 1953]. 3 p., processed. A statement of what constitutes official church records, with recommendations for bringing inactive records of permanent value into the official depository, the Archives of the Mennonite Church. This statement was later adopted as the official policy of the Mennonite General Conference and recommended by the conference to other agencies of the church. It also appears in the printed proceedings of the Mennonite General Conference for 1953.
143. OSWALD, WALTER E. Sections from the report of the archivist of the Archives of the Mennonite Church. *Mennonite historical bulletin*, 16:7 [i.e., 11] (Apr. 1955). Report of the archivist for the period June 15, 1954-Mar. 1, 1955.
144. SPRINGER, NELSON P. A call for volunteers. *Gospel herald*, 43:175 (Apr. 21, 1950). A plea for volunteers to clip articles pertaining to Mennonites in non-Mennonite newspapers and magazines for the Archives of the Mennonite Church, Goshen College, Goshen, Ind.
145. ———. General catalogue of the Archives of the Mennonite Church. *Mennonite historical bulletin*, 10:1, 3, 4 (Jan. 1949). Simple listing of record groups in the Archives of the Mennonite Church, Goshen College, Goshen, Ind. Also printed in *Gospel herald*, 42:834, 835, 843 (Aug. 23, 1949).
146. ———. The Mennonite Historical Library at Goshen College. *Mennonite quarterly review*, 25:296-319 (Oct. 1951). Mentions incidentally some of the manuscript holdings of the Mennonite Historical Library at Goshen College, Goshen, Ind. Also available as a separate.
147. ———. Preliminary inventory of the records of the Mennonite Board of Education. Goshen, Ind., Archives of the Mennonite Church, 1952. 6 p.
148. ———. Progress report on the Archives of the Mennonite Church. *Mennonite historical bulletin*, 15:7 [i.e., 19] (July 1954). Report of new accessions and other work for the period Mar. 13, 1953-Apr. 19, 1954.
149. ———. Sound recordings and transcriptions as historical material. *Gospel herald*, 43:245-246 (Mar. 14, 1950). Request for recordings of services of special historical interest for the Archives of the Mennonite Church, Goshen College, Goshen, Ind.
150. UMBLE, JOHN. An Amish minister's manual. *Mennonite quarterly review*, 15:95-117 (Apr. 1941). Description of a minister's manuscript manual found among Amish Mennonite materials in the Mennonite Historical Library at Goshen College, Goshen, Ind. Includes the text of the manual.
151. ———. Catalog of an Amish bishop's "library." *Mennonite quarterly review*, 20:230-239 (July 1946). Catalog of manuscripts from the library of Jacob Frederick Schwarzendruber, 1851-1924, some of which are in the Mennonite Historical Library, Goshen College, Goshen, Ind.
152. ———. David A. Schenck's notes on the history of the Sonnenberg (Ohio) Swiss Mennonite Congregation. *Mennonite quarterly review* (Oct. 1955).
153. ———. Manuscript Amish ministers' manuals in the Goshen College Mennonite Historical Library. *Mennonite quarterly review*, 15:243-253 (Oct. 1941). Description of various Amish Mennonite ministers' manuscript manuals in the Mennonite Historical Library, Goshen College, Goshen, Ind.
154. WENGER, JOHN C. Progress in the church archives. *Mennonite historical bulletin*, 5:[5-6] (Sept. 1944). Brief statement of work done, with a list of

record groups accessioned, during the first 4 years of the Archives of the Mennonite Church, Goshen College, Goshen, Ind.

Methodist Episcopal Church

155. DEPAUW UNIVERSITY. Office of archives. Annual report; the Archives of DePauw University and Indiana Methodist History [to the president of the university and the joint committee of the Indiana Conferences]. 1953/54, 1954/55. Greencastle, Ind., University of DePauw Press, [1954, 1955]. Lists acquisitions received during each year, with names of donors. Briefly notes completed projects and reports progress on those yet to be completed.
156. HISTORICAL RECORDS SURVEY. Michigan. Inventory of the church archives of Michigan; African Methodist Episcopal Church, Michigan Conference. Detroit, Michigan Historical Records Survey Project, 1940. v, 24 p., processed. Gives the names of churches and institutions and describes the records of each. The church entries are arranged chronologically. Indexed.
157. ———. New York City. Inventory of the church archives of New York City; Methodist Church. New York, New York City Historical Records Survey, 1940. xv, 216 p., processed. Gives historical information, and lists records with their locations. Arranged by conferences, societies, and other organizations. The church entries are arranged chronologically under their respective conferences. Indexed.
158. JOURNAL of the Methodist library. St. Petersburg, Fla., Indianapolis, Ind., published for the Methodist Historical Library, Inc.; international editor, Frederick D. Leete. 1952-56 [?]. From vol. 1, no. 3: "The large accumulation of Methodist letters, manuscripts, books and other memoriae outlined in this paper began when, about 1925, the editor realized that through the years he had saved a mass of important historical material which might well be preserved and increased." The materials listed in the *Journal* are arranged by the following subjects: (1) history and biography, (2) British and foreign collections, (3) Episcopal writings and memorials, (4) law, government, discipline, (5) general Methodist literature, and (6) inheritances from former collectors. This collection was purchased in 1956 by the Bridwell Library of the Perkins School of Theology of Southern Methodist University.
159. SWEET, WILLIAM W., ed. Religion on the American frontier. Vol. 4, The Methodists, a collection of source materials. Chicago, University of Chicago Press, 1946. ix, 800 p. The bibliography, part 1, manuscripts (p. 733-745), lists diaries of ministers, official conference journals, and other documents and papers in Methodist-related college libraries and archives and in the historical societies of the conferences of the church.

Moravian Church

160. HISTORICAL RECORDS SURVEY. Wisconsin. Inventory of the church archives of Wisconsin; Moravian Church. Madison, Wisconsin Historical Records Survey, 1938. 57 p., processed. Gives historical information, and lists records with their locations. Records of the district are placed first and are followed by those of churches in chronological order. Indexed.

Pilgrim Holiness Church

161. HISTORICAL RECORDS SURVEY. Michigan. Inventory of the church archives of Michigan; Pilgrim Holiness Church, Michigan District. Detroit, Michigan Historical Records Survey Project, 1942. vii, 27 p., processed. Gives historical background, names and locations of organizations and churches, and brief descriptions and statements of the location of records. Arranged by (1) organizations and institutions and (2) churches; thereunder chronologically. Indexed.

Presbyterian Church

162. ANDERSON, CHARLES A. Special collections in the Presbyterian Historical Society. [Philadelphia, Presbyterian Historical Society, 1951]. 7 p. Describes the 32 kinds of material collected by the society for more than a century and housed in its quarters in the Witherspoon Bldg., Philadelphia 7.
163. THE ARCHIVES of the Presbyterian and Reformed Churches. *Historical foundation news*, Apr. 1, 1951, p. 5. Lists the number of volumes in the archives pertaining to the various divisions of the Presbyterian Church in the United States, as well as other countries.
164. EARLY RECORDS lately acquired. *Historical foundation news*, Oct. 1, 1951, p. 1. Chiefly sessional records from Presbyterian churches in the United States, dating from as early as 1822.
165. FOUNDATION FACTS—the archives. *Historical foundation news*, 4:3 (Jan. 1, 1948). Discusses the word *archives* and applies it to the foundation's holdings of miscellaneous papers. "Seventeen hundred of these are in the original or transcript form."
166. HISTORICAL FOUNDATION of the Presbyterian and Reformed Churches. Annual reports of executive committee. Minutes of the General Assembly, Presbyterian Church in the United States, 1928-. Each report contains information on the foundation archives.
167. ———. A great collection of Presbyterian and Reformed literature. Montreat, N. C., Historical Foundation Publications, 1944. 6 p. Description of printed and manuscript materials, including 5,000 volumes of ecclesiastical records, owned by the foundation.
168. ———. Survey of records and minutes in the historical foundation, comp. by Thomas H. Spence. Montreat, N. C., Historical Foundation Publications, 1943. 46 p. A geographically arranged list of records, with dates covered.
169. HISTORICAL RECORDS SURVEY. Illinois. Inventory of the church archives of Illinois; Cumberland Presbyterian Church. Chicago, Illinois Historical Records Survey, 1942. xiii, 165 p., processed. Gives historical background, names, and locations of churches and church organizations, and brief descriptions of records, with their locations. Arranged by denominational divisions and by churches. The church records are arranged chronologically by date of establishment. Indexed.
170. ———. Illinois. Inventory of the church archives of Illinois; Presbyterian Church in the United States of America, Presbytery of Cairo. Chicago, Illinois Historical Records Survey, 1941. x, 76 p., processed. The entries contain background information, names and locations of churches and church organizations, and brief descriptions of records, with their locations. Arranged by denominational divisions and by churches and thereunder chronologically by date of establishment. About half of the volume is devoted to a historical sketch. Indexed.
171. ———. Illinois. Inventory of the church archives of Illinois; Presbyterian Church in the United States of America, Presbytery of Springfield. Chicago, Illinois Historical Records Survey, 1942. 117 p., processed. The entries contain background information, names and locations of churches and institutions, and brief descriptions of records, with their locations. Arranged under the following headings: denominational divisions, dependent institutions, and churches. Indexed.
172. ———. Michigan. Inventory of the church archives of Michigan; Presbyterian Church in the U. S. A., Presbytery of Detroit. Detroit, Michigan Historical Records Survey Project, 1940. v, 64 p., processed. Gives historical background, names and locations of organizations and churches within the Presbytery of Detroit, and brief descriptions of records, with their locations. Arranged by (1) organizations and institutions and (2) churches and missions, the latter listed chronologically. Indexed.

173. ———. Michigan. Inventory of the church archives of Michigan; Presbyterian Church in the U. S. A., Presbytery of Flint. Detroit, Michigan Historical Records Survey Project, 1941. iii, 30 p., processed. Gives historical background, names and locations of organizations and churches within the Presbytery of Flint, and brief descriptions of records, with their locations. Arranged by (1) organizations and institutions and (2) churches, the latter listed chronologically. Indexed.
174. ———. New Jersey. Inventory of the church archives of New Jersey; Presbyterians. Newark, New Jersey Historical Records Survey, 1940. 562 p., processed. Contains historical information and a description of records, with their locations. The records of the General Assembly of the Presbyterian Church in the U. S. A. are listed first and are followed by synod records and then those of presbyteries, with the churches, institutions, and organizations within the jurisdiction of each arranged chronologically by date of organization. Indexed.
175. ———. New Jersey. Transcription of early church records of New Jersey (Presbyterian); John Brainerd's journal, 1761-1762. A reprint. Newark, New Jersey Historical Records Survey, 1941. 35 p., processed. Transcript of the journal of John Brainerd, missionary to the Indians at Brotherton and in the area of southern New Jersey, Jan. 1761-Oct. 1762.
176. ———. New York City. Inventory of the church archives of New York City; Presbyterian Church in the United States of America. New York, New York City Historical Records Survey, 1940. viii, 160 p., processed. Contains historical information and a description of records, with their locations. Arranged by presbyteries and other units or organizations. The church entries are arranged chronologically. Indexed.
177. ———. West Virginia. Inventory of the church archives of West Virginia; Presbyterian churches. Charleston, West Virginia Historical Records Survey, 1941. xiv, 301 p., processed. Contains historical information and descriptions of records. Arranged by synod, thereunder by presbytery, and thereunder by churches in chronological order of establishment. Indexed.
178. MINUTES OF the Chippewa Presbytery, 1860-1861. Presbyterian Historical Society, *Journal* (Mar. 1955).
179. PRESBYTERIAN HISTORICAL SOCIETY. *Journal*. Vol. 1- (1901-). Issued by the society, Witherspoon Bldg., Philadelphia 7. "Devoted to publishing articles on Presbyterian history and . . . publishing source materials that would otherwise not be available."
180. RACHAL, WILLIAM M. E. Early minutes of Hanover Presbytery. *Virginia magazine of history and biography*, Apr. 1955.
181. RECORDS OF Jacksonville (Illinois) Presbyterian Church. [1827-30]. Presbyterian Historical Society, *Journal*, Mar. 1955.
182. RECORDS of the Presbyterian Church in the United States of America; embrace the minutes of the General Presbytery and General Synod, 1706-1788, together with an index and the minutes of the General Convention for religious liberty, 1766-1775. Philadelphia, 1904.
183. ROWLAND, DUNBAR. An official guide to the historical materials in the Mississippi Department of Archives and History. *Eleventh annual report of the director of the Department of Archives and History of the State of Mississippi from November 1, 1911, to October 31, 1912*. Nashville, Tenn., Brandau-Craig-Dickerson Co., 1914. 147 p. The archives of the Synod of Mississippi of the Southern Presbyterian Church are listed on pages 133-135.
184. SPENCE, THOMAS H., JR. Catalogues of the Presbyterian and Reformed institutions. Montreat, N. C., Historical Foundation Publications, 1952. 39 p. Historical notes on the Presbyterian and Reformed churches' institutions of learning, as gleaned from their catalogs.
185. ———. The historical foundation and its treasures. Montreat, N. C.,

- Historical Foundation Publications, 1956. 174 p. Chapter 7, "Archival Eldorado" (p. 61-74), contains a general description of the archives of the foundation. The last two paragraphs of the chapter give the names of the major manuscript collections.
186. ———. The Historical Foundation of the Presbyterian and Reformed Churches. American Association for State and Local History, *Bulletin*, 1:259-271 (Apr. 1946). A brief discussion of the policies of the Presbyterian and Reformed churches in respect to the safekeeping of records, followed by discussion of the important collections. Much more detail is given to the foundation at Montreat, N. C., than to other depositories.
 187. ———. Survey of the records and minutes in the Historical Foundation of the Presbyterian and Reformed Churches. Montreat, N. C., Historical Foundation Publications, 1943. 46 p. This survey, the initial unit of a projected inventory of the more important holdings of the foundation, presents the basic chronology of the courts of the Presbyterian and Reformed churches and briefly tells what minutes and other records may be found in the institution. Contains some background information relating to the courts.
 188. SWEET, WILLIAM W., *ed.* Religion on the American frontier. Vol. 2, The Presbyterians; a collection of source materials. New York, Harper and Bros., 1936. xii, 930 p. In the bibliography (p. 888-917), part 1, manuscripts (p. 888 and 889), lists collections of Presbyterian materials and gives their locations.
 189. WHAT MATERIALS constitute its holdings. *Historical foundation news*, Apr. 1, 1950, p. 2. An article by the curator explaining the three divisions of the foundation holdings — museum, library, and archives.

Protestant Episcopal Church

190. HISTORICAL RECORDS SURVEY. Alabama. Inventory of the church archives of Alabama; Protestant Episcopal Church. Birmingham, Alabama Historical Records Survey Project, 1939. 106 p., processed. Gives historical background, names and locations of churches and church organizations, and brief descriptions of records, with their locations. Arranged chronologically by date of establishment of the church. Indexed.
191. ———. Connecticut. Inventory of the church archives of Connecticut; Protestant Episcopal. New Haven, Connecticut Historical Records Survey, 1940. 309 p., processed. Gives historical background, names and locations of Episcopal units, and descriptions of their records. Arranged by diocese and diocesan organizations, parishes in union with the convention, missions, chapels, and extinct churches. Indexed.
192. ———. Delaware. Inventory of the church archives of Delaware; preprint of section 22, Lutheran Church, and 29, Protestant Episcopal Church. Wilmington, Delaware Historical Records Survey, 1938. iv, 43 p., processed. Lists, describes, and gives locations of records of the Lutheran and Episcopal churches in Delaware. Much of the inventory is devoted to historical information concerning the churches and to pertinent bibliographical information. Indexed.
193. ———. District of Columbia. Inventory of church archives of the District of Columbia; Protestant Episcopal Church. Washington, District of Columbia Historical Records Survey, 1940. 2 vols., processed. Volume 1 pertains to the Diocese of Washington (exclusive of Washington Cathedral), embracing the District of Columbia and the counties of Prince Georges, Charles, and St. Marys in Maryland; volume 2 is devoted to Washington Cathedral. The inventories give much information on the history and organization of the diocese, Washington Cathedral, parishes, churches, and other organizations, with detailed lists of records for each. Indexed.
194. ———. Maryland. Inventory of the church archives of Maryland; Protestant Episcopal, Diocese of Maryland. Baltimore, Maryland Historical

- Records Survey Project, 1940. v, 310 p., processed. Contains description and statements of locations of records of churches and church organizations. The entries are grouped under the following main headings: (1) diocesan records, (2) parishes, churches, and missions, and (3) current diocesan institutions. Indexed.
195. ———. Michigan. Inventory of the church archives of Michigan; Protestant Episcopal Church, Diocese of Northern Michigan. Detroit, Michigan Historical Records Survey Project, 1940. 41 p., processed. The entries contain historical information and lists of records. Arranged by church organization and thereunder chronologically by date of establishment. Indexed.
 196. ———. Michigan. Inventory of the church archives of Michigan; Protestant Episcopal bodies, Diocese of Michigan. Detroit, Michigan Historical Records Survey Project, 1940. 126 p., processed. The entries contain historical information and lists of records. Arranged by church organization and thereunder chronologically by date of establishment. Indexed.
 197. ———. Michigan. Inventory of the church archives of Michigan; Protestant Episcopal Church, Diocese of Western Michigan. Detroit, Michigan Historical Records Survey Project, 1940. 46 p., processed. The entries contain historical information and lists of records. Arranged by church organization and thereunder chronologically by date of establishment. Indexed.
 198. ———. Mississippi. Inventory of the church archives of Mississippi; Protestant Episcopal Church, Diocese of Mississippi. Jackson, Mississippi Historical Records Survey Project, 1940. vii, 146 p., processed. The inventory contains, for each church or organization, a historical statement, a bibliography, and a description of its records. Arranged chronologically by date of church establishment. Indexed.
 199. ———. Nevada. Inventory of the church archives of Nevada; Protestant Episcopal Church. Reno, Nevada Historical Records Survey Project, 1941. vi, 69 p., processed. Gives names of missions or other church organizations, a brief historical sketch of each, and a description of its records, with their location. Arranged chronologically by date of church establishment. Indexed.
 200. ———. New Hampshire. Inventory of the church archives of New Hampshire; Protestant Episcopal, Diocese of New Hampshire. Manchester, New Hampshire Historical Records Survey, 1942. 514 p., processed. Contains much historical information and a list of records. The inventory proper, which begins on page 165, is arranged chronologically under the following divisions: (1) churches and missions, (2) private chapels and shrines, (3) towns where missionary work was done, and (4) schools and institutions. Indexed.
 201. ———. New Jersey. Inventory of the church archives of New Jersey; Protestant Episcopal, Diocese of New Jersey and Diocese of Newark. Newark, New Jersey Historical Records Survey, 1940. 434 p., processed. Contains historical information and descriptions of the records, with their locations. The records of the General Convention are listed first, then records of the second provincial synod, the diocesan convention, the diocesan headquarters, and the cathedral. Then follow the individual parishes and missions, arranged alphabetically by legal name or name of town, and finally the institutions and organizations. Indexed.
 202. ———. New York. Inventory of the church archives of New York State (exclusive of New York City); Protestant Episcopal Church, Diocese of Rochester. Albany, New York Historical Records Survey, 1941. xiii, 266 p., processed. Contains historical information and lists of records. The first part of the inventory pertains to diocesan officers, organizations, and institutions. The second part pertains to churches and missions and is arranged alphabetically by counties. Indexed.
 203. ———. New York. Inventory of the church archives of New York State

- (exclusive of New York City); Protestant Episcopal Church, Diocese of Western New York. Albany, New York Historical Records Survey, 1939. xxvi, 69, xxvii-xl p., processed. Gives historical information and lists of records. Records of the diocese and diocesan organizations are given first, followed by those of churches, arranged chronologically. Indexed.
204. ———. New York City. Inventory of the church archives of New York City; Protestant Episcopal Church, Diocese of Long Island. Vol. 2, Brooklyn and Queens. New York, New York City Historical Records Survey, 1940. x, 67 p., processed. Contains historical information and lists of records, with their location. The entries concerning the Diocese of Long Island are given first, followed by those for churches, arranged chronologically. Indexed.
205. ———. New York City. Inventory of the church archives of New York City; Protestant Episcopal Church in the United States of America, Diocese of New York. Vol. 2, Manhattan, Bronx, and Richmond. New York, New York City Historical Records Survey, 1940. xi, 153 p., processed. Contains historical information and lists of records. The entries for associations, schools, societies, and other organizations precede those for the churches, which are arranged chronologically. Indexed.
206. ———. Vermont. Inventory of the church archives of Vermont. No. 1, Protestant Episcopal, Diocese of Vermont. Montpelier, Vermont Historical Records Survey, 1940. iv, 253 p., processed. Contains historical information and descriptions of records. Arranged by (1) diocesan records and (2) parishes and missions (thereunder alphabetically by town, village, or city). Indexed.
207. ———. West Virginia. Inventory of the church archives of West Virginia; Protestant Episcopal Church. Wheeling, Diocese of West Virginia, 1939. v, 119 p., processed. Contains historical information and descriptions of records. Arranged under the heads, (1) the Diocese of West Virginia, (2) parishes and churches (in chronological order), and (3) institutions. Indexed.
208. ———. Wisconsin. Inventory of the church archives of Wisconsin; Protestant Episcopal Church in the United States of America, Diocese of Eau Claire. Madison, Wisconsin Historical Records Survey, 1942. xvi, 135 p., processed.
209. ———. Wisconsin. Inventory of the church archives of Wisconsin; Protestant Episcopal Church in the United States of America, Diocese of Fond du Lac. Madison, Wisconsin Historical Records Survey, 1942. 188 p., processed. Gives historical information and lists of records. Arranged chronologically under (1) parishes and missions, (2) unorganized missions, (3) chapels, and (4) institutions. Indexed.
210. JOINT COMMITTEE on Historical Magazine, Protestant Episcopal Church in the United States of America. Special report on the preservation and safekeeping of church records. Kansas City, Mo., 1940. 5 p. A special report to the General Convention of the Protestant Episcopal Church recommending that the Church Historical Society, a corporation organized in 1910 with headquarters in Philadelphia, be designated the official agency to collect and preserve records and historical documents. The report points out the value of archives and the need for better facilities, recommends the appropriation of funds for this purpose, and incidentally gives a little information about the library of the Church Historical Society.

Reformed Church in America

211. HISTORICAL RECORDS SURVEY. New York City. Inventory of the church archives of New York City; Reformed Church in America. New York, New York City Historical Records Survey, 1939. ix, 95 p., processed. Gives historical information and lists of records of the Reformed Dutch Church. Arranged chronologically. Indexed.

Salvation Army

212. HISTORICAL RECORDS SURVEY. Michigan. Inventory of the church archives of Michigan; Salvation Army in Michigan. Detroit, Michigan Historical Records Survey Project, 1942. viii, 49 p., processed. Identifies and gives the locations of the organizations, institutions, posts, corps, and citadels within the State and lists the records of each. Arranged by geographical headquarters and division and thereunder by organizational unit. Indexed.
213. ———. New Jersey. Inventory of the church archives of New Jersey; the Salvation Army, Jersey City. Newark, New Jersey Historical Records Survey, 1940. 34 p., processed. Gives historical information and lists of records. Arranged chronologically by date of establishment of organizational unit.

Unitarian Church

214. HISTORICAL RECORDS SURVEY. New Jersey. Inventory of the church archives of New Jersey; Unitarian Church. Newark, New Jersey Historical Records Survey, 1940. ii, 32 p., processed. Contains historical information and lists of records. Information on records of organizations is given first, followed by records of churches, arranged chronologically by date of establishment. Indexed.

United Brethren in Christ

215. EVANGELICAL UNITED BRETHREN CHURCH. Historical Society. Manual for conference historians. "It is intended to encourage the collection, preservation and interpretation of all historical data relative to the Annual Conference involved."
216. HISTORICAL RECORDS SURVEY. Wisconsin. Inventory of the church archives of Wisconsin; Church of the United Brethren in Christ. Madison, Wisconsin Historical Records Survey, 1940. iv, 136 p., processed. Gives historical information and lists of records, with their locations. Arranged chronologically under the heads (1) active churches, (2) active churches, old constitutions, (3) inactive preaching places used 2 years or more, and (4) inactive preaching places used only 1 year. Indexed.

United Church of Canada

217. BOYLE, GEORG. Archives of the United Church of Canada. *Archivum*, 4:61-65 (1954). Gives background on the establishment and organization of the United Church of Canada and its archives. Lists some of the archival material in the church central archives at Toronto.
218. KYTE, E. C. Archives of the United Church of Canada. *American archivist*, 13:229-232 (July 1950). Tells the location and gives a brief description of the contents of the archival libraries of the United Church of Canada.

Universalist Church of America

219. HISTORICAL RECORDS SURVEY. Massachusetts. An inventory of Universalist archives in Massachusetts. Boston, Massachusetts Historical Records Survey, 1942. iii, 489 p., processed. Contains historical information and detailed lists of records pertaining to the churches and societies organized by the Universalists and those previously established that adopted the Universalist faith. Arranged under the heads (1) national organizations, (2) State organizations, and (3) churches. Indexed.

Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

The French in North America; a Bibliographical Guide to French Archives, Reproductions, and Research Missions, by Henry Putney Beers. (Baton Rouge, Louisiana State University Press, 1957. xi, 413 p. \$12.50.)

After an introductory chapter devoted to a most useful and informative history of the major series of documents in French archives that relate to America, this volume reviews the efforts of historians and of a large number of American and Canadian institutions to procure copies of some of the more important papers. More than 160 "research missions" are listed; their variety is infinite. The first American to gain access to official French archives seems to have been Jared Sparks, who copied extracts from a few documents in the Archives du Ministère des Affaires Étrangères in 1828. The first attempt at systematic copying was made in the early 1840's by John Brodhead and Benjamin Poore, representing respectively the States of New York and Massachusetts. Louis Joseph Papineau, one of the leaders of the Canadian Rebellion of 1837, was the first archival agent of the Canadian Government in Paris; he began his work in 1845. The Public Archives of Canada came into existence in 1872; and in the following year Douglas Brymner, the first Dominion Archivist, began the copying program that has continued ever since. At the end of the century the Library of Congress entered the picture, with a program that has become more extensive with the passing of the years.

The book gives interesting details of the activities of many well-known historians and other nonofficial investigators. Parkman's efforts to gain access to the sources needed for his history of the French in North America, the story of the imposing series of facsimiles published by B. F. Stevens and of the map-copying project of Karpinski, and many other such episodes are described at some length.

Transcripts made by hand were for many years the only kind of copies that could be obtained. Immensely useful as they were in their day, they had many defects. That they should contain errors was inevitable, and the number of errors was frequently increased by the incompetence of the transcribers, many of whom had little or no knowledge of the subject matter of the documents. Quite as important, the copyists were paid mere pittance; they had to work quickly to earn even a bare subsistence. (Can we blame them if they spent too little time on pages that were hard to decipher, or even skipped them altogether?) Even at its best, copying by hand was slow and expensive. To save time and money most series were copied selectively, and in the choice of material to be copied personal interests and prejudices naturally played a part. Few of the many sets of transcripts brought to America from France are either complete or

free from serious inaccuracies, and they are no longer regarded as adequate for the purposes of careful scholarship.

Permission to copy by photostat was first obtained by the Library of Congress in 1927, and a microfilm camera was first used by the Library in the following year. Almost 300,000 pages of documents were photographed from 1928 to 1932 in this first large-scale program of photographic copying. Some time passed before satisfactory microfilming facilities were readily available; the Public Archives of Canada did not shift from transcription by hand to microfilming until 1950.

One of the major problems faced by anyone undertaking a copying program in European archives is to discover what documents exist and where they are. Dr. Beers devotes a chapter to the Carnegie Institution of Washington and its efforts to solve this problem so far as French archives and libraries are concerned. As long ago as 1902 a committee advised the institution that "inventories should come first, and exploitation afterward." A comprehensive effort to inventory French documents of North American interest followed, but it is significant that the first volume was not printed until 1932. The second followed in 1943, but the others are still in preparation. The job was colossal; and, great though our debt is to Waldo G. Leland and his assistants, who compiled the *Guide to Materials for American History in the Libraries and Archives of Paris*, their work suffers from some of the frailties that afflict transcriptions by hand. Inevitably it is incomplete and subjective in approach. It might, perhaps, have been wiser to concentrate on the scattered and less known papers and to assume that the major series of documents will be made available by means of microphotography.

A vast amount of effort and a good deal of money have been expended upon copying in the French Archives; what has been lacking is any adequate co-ordination of the many individual programs. The great need of the moment is obviously a union list of photocopies of French documents that will show what has been copied and where the copies are located. Fortunately this information will be included in the *Guide to Photographed Historical Materials in Canada and the United States* that is now being compiled by the American Historical Association's committee on documentary reproduction. A major tool for the research worker in the field of Franco-American history is in the making.

The typography and format of Dr. Beers' book are attractive; it is a pity that the volume must be so costly. The excellent bibliography and the very detailed index make up about a third of the book.

W. KAYE LAMB

Public Archives of Canada

Guide to the Municipal Archives of the City and County of Philadelphia, compiled by Charles E. Hughes, Jr., and Allen Weinberg. (Philadelphia, Department of Records, 1957. [ix, 64 p.])

In 1951 Philadelphia's new charter established a Department of Records, under which commendable programs have been developed. Records have been cleared out, disposal schedules have been set up, an efficient record center

operates, a repository at the Old Custom House cares for those records that have historical interest and research value, and now a guide to the records has been published.

Seven years is a short period in which to bring under control the archival accumulations of a municipality as old and large as Philadelphia, and it is understandable that the archives staff is yet a bit breathless. Admittedly, the present *Guide* is preliminary. Later editions can be anticipated, which will be less bare, more explicit in their use of terms, and somewhat easier to follow. The frequent appearance of the term "sample record," with no explanation of its meaning, has puzzled the reviewer. Printed items are not identified as such although the atlases certainly are printed, and certain other items would appear to be. A clear and simple index serves for guidance among entries whose stark brevity and rigid alphabetical order often confuse the reader. In the listing, no concessions are made to chronology or to logical relations between numbered items. Thus item 35, "Prisoners for Trial Docket," falls under *P*, while item 29, "Index, Prisoners for Trial Docket," appears earlier, under *I*. Other entries obviously related, such as 74 and 79, are not brought together.

There is also urgent need for combining series. Among the records of the tax assessors, a set of 56 ledgers comprises 5 items, entries 46-50; but close at hand another set, totaling 36 volumes, appears as items 53-55. Happily, the index clears up most obscurities, and by using it the scholar can now find his way among Philadelphia records, which too long have remained dispersed and lost to research.

HENRY HOWARD EDDY

Pennsylvania Historical and Museum Commission

Report on the Preservation and Administration of Historical Records and the Establishment of a Public Record Office in Nigeria, by K. O. Dike. (Lagos, Nigeria, Government Printer, 1954. 27 p.)

This report on the Nigerian archival situation grew out of a historical research project on which the author was engaged a decade ago; his revelations regarding the condition of the archives led the Nigerian Government to commission him in 1951 to make a survey of extant records and to "report on the proper organization of an archive administration and the ultimate establishment of a central Record Office."

Although brief, Dr. Dike's report, written in the autumn of 1953, is comprehensive: it outlines the historical circumstances in which Nigeria's records were created, describes their physical condition, lists in preliminary fashion the principal bodies of records surveyed, discusses the outstanding archival problems encountered, and makes a series of recommendations for their solution.

Despite their exotic setting, Nigeria's basic problems were in 1954 similar to those of this country at a comparable stage of archival development. Most obvious was the general neglect of noncurrent records which led inevitably, under tropical conditions, to their rapid decay and loss. Equally damaging was the prevalent chaos in the area of archives administration, which characteristically resulted in the unwarranted disposal of valuable records, the exces-

sively long retention of valueless records, and the general inaccessibility of noncurrent records for either administrative or scholarly use.

Dr. Dike's proposed solutions were based largely on the experience of Great Britain and the Rhodesias. He called for the passage of an organic archives ordinance "to provide for the establishment of a Record Office, the duties and powers of the Chief Archivist and the regulations governing the weeding and transfer of Departmental Records to the Record Office." An interim Archives Committee (to act until the appointment of the Chief Archivist and the establishment of the Record Office) is to require each department to examine, arrange, number, and list all noncurrent "Archive Units" (perhaps a utopian expectation); and, thereafter, systematized disposition procedures are to be devised. Disposal, it is emphasized, must occur within a fixed period after creation and must be "carried out by experts attached to the Departments and working in close co-operation with officers from the Public Record Office"; transfers must be made regularly; rehabilitation of damaged records is to be undertaken by a binding and repair section in the Record Office.

On the basic question of centralization versus regionalization of the archival establishment (the trend toward regionalization pervades Nigerian politics today), Dr. Dike strongly favors centralization because it will result in uniformity of policy and procedure, economy of operation, and efficiency of control and because there is a shortage of qualified personnel for more than one major depository. In only one area do Dr. Dike's views differ significantly from those held in the United States: he would preserve in the Nigerian Record Office all of the historical records of the country whatever their origin, "Governmental, Semi-public, or Private."

This is indeed a significant report. Besides charting the path for future archival development in soon-to-be independent Nigeria (the most populous territory in Africa), it provides essential material for the student of comparative archives administration. Most important perhaps is the completely new information it makes available to historians of Africa on the rich contents of the Nigerian archives.

MORRIS RIEGER

National Archives

Actas del Cabildo de San Juan Bautista de Puerto Rico, 1730-1750; 1751-1760; 1761-1767. (Gobierno de la Capital [San Juan], *Publicaciones*, 1949, 1950, 1954. x, 367 p., illus.; 342 p., illus.; xv, 258 p.)

The minutes of the sessions (*actas*) of the municipal councils (*cabildos*) of the Spanish regime in the New World record many facts regarding the life and activity of the period, and the publication of these documents is always a valuable contribution to the historiography of the Spanish era. It was natural therefore, that Francisco Zeno, the historian of San Juan, Puerto Rico, should suggest the publication of the *actas* of that city, begin the plans for effecting it, and supervise most of the preparation of the manuscript for these volumes. In this he had the active sponsorship of Doña Felisa Rincón de Gautier, mayor of

San Juan. Most of the work on the three volumes under review was done by Aida Raquel Caro of the university and Luis Manuel Rodríguez Morales, director of the Archive of the Capital, now Director of the Archive of Puerto Rico.

The plan of publication called for the transcription of the *actas* on a modified modernized basis, in order to make the records readily understandable to the general reader and to avoid the necessity for highly technical paleographical knowledge. Each *acta* is numbered, and there are 642 *actas* for the years from 1730 to 1767. They cover all the activities of the *cabildo*, which dealt with many aspects of civic life. The extent and variety of the actions of the council are evidenced by the space devoted to the subject index of each volume. For the three volumes, these pages aggregate respectively 25, 27, and 22, approximately 10 percent of the pages of the text. Each volume also has an index of names and one of places. Marginal notes, mostly prepared by the editors, indicate the subject matter of each *acta*. Photographic reproductions of some pages from the original manuscript volumes reveal clearly their condition and the difficult problems involved in the work of transcription. The third volume has an essay, by Rodríguez Morales, on the methods employed in preparing the edition of the *actas*.

Taken together the three volumes present to students and other interested persons all the information contained in the valuable, though badly deteriorated, oldest minute books of the municipal council of San Juan. It may be added that the records dated before 1730 were apparently destroyed many years ago. It is to be hoped that the publication program may be continued in order to make available the interesting records of the rest of the 18th century and the beginning of the 19th.

ROSCOE R. HILL

Washington, D. C.

The Law of Literary Property, by Philip Wittenberg. (Cleveland and New York, World Publishing Co., 1957. 284 p. \$5.)

This study is of principal interest to those who create, publish or sell "literary property" in the more formal sense of this term — that is, in the sense of literary or artistic composition. Mr. Wittenberg has done an excellent job of presenting in nonlegalistic style the many complexities of domestic and international copyright protection and infringement. The book gives most of the answers to the layman's questions on such matters as what can or cannot be copyrighted, what constitutes "fair use" of copyrighted material, to what extent names and titles are protected, what can be done to protect ideas, and what rights of personal privacy can be asserted. The sound choice of examples of legal action in disputes involving literary property adds considerable interest to the study.

The two introductory chapters, one on the evolution of the law of literary property, the other on the nature of literary property, may be of most interest to archivists and manuscript custodians. The author cites the case involving an attempted use of certain Mary Baker Eddy letters to show that literary

merit has no bearing on the question of literary property. In this case the court held:

No sound distinction in this regard can be made between that which has literary merit and that which is without it. Such a distinction can not be drawn with any certainty. . . . The basic principle on which the right of the author is sustained, even as to writings confessedly literature, is not their literary quality but the fact that they are the product of labor.

Mr. Wittenberg holds that in common law literary property "has perpetual existence" and that when the author of a manuscript has died, permission for publication must be obtained from his heirs or assignees. The reviewer wonders how many historians or other scholars have honored this requirement, particularly for documents several generations old. The common law in this respect should be replaced by more realistic rules.

ROBERT H. BAHMER

National Archives

Meddelanden från Svenska Riksarkivet [for 1954 and 1955]. (Stockholm, F. A. Norstedt and Sons, 1956, 1957. 95, 91 p.)

These two volumes present the annual reports of the Swedish National Archives for 1954 and 1955. Packed with detail and loaded with names, the text gives ample evidence of continued progress in the acquisition, arrangement, servicing, and disposal of records. As befits a nation with a long and eventful history, the archival items mentioned bear dates ranging from the 13th to the present century. The material accessioned includes not only government records but also family papers acquired as gifts or by purchase.

Despite their concern with medieval manuscripts and seals, Swedish archivists are fully in touch with the modern age. During 1954 and 1955 the Archives devoted considerable effort to photographic reproduction. It assisted the Genealogical Society of the Church of Jesus Christ of Latter Day Saints in microfilming Swedish church books and other records, and in 1954 and 1955 it received from the society 10,084 duplicate rolls for its own use. In 1955 it obtained from the National Archives in Washington, D. C., seven rolls of microfilm copies of diplomatic correspondence between the United States and Sweden.

The Swedish National Archives has long needed a new archival building in Stockholm, where its activities are dispersed in 14 different locations and its records are in danger of destruction or damage by fire or water. A site for the new building has been selected, and the project has reached the blueprint stage. To the best knowledge of this reviewer, however, actual construction has not yet begun because of lack of funds.

As in previous issues, the *Meddelanden* contain scholarly contributions, usually of particular interest to Swedish archivists. Noteworthy in the 1954 report is the long discussion by Sam. Hedar of certain archival terms, including documentation and filing.

HAROLD LARSON

University of Maryland

Cutting Costs With Records Management in the Bell System; Organizing and Operating a Records Management Program, by the Secretary's Department, American Telephone and Telegraph Co., (New York, [American Telephone and Telegraph Co., 195 Broadway, New York 7], 1957. 35, vii p., illus., appendix.)

This very attractive booklet describes the application of record retirement and retention techniques to the files of the Bell System's companies. Despite its obvious specific application to the problems of one of our largest industries, a number of things about the booklet make it worthwhile reading for administrators and system specialists in general. Roger Chappelka, who with his staff produced this booklet, is well qualified in the record field. He has had extensive experience in record management and special training in such programs as the record management institute of the American University.

Mr. Chappelka restricts his definition of record management to its retirement and disposal features, in contrast to the Federal program, which covers all paperwork activities. Within his restricted subject his presentation is excellent. He outlines step by step how the retention schedules can be prepared by any of the Bell System's companies, and he gives examples. He devotes considerable space to the organization and operation of record centers, with helpful illustrations and cost analyses. He has obviously borrowed heavily from the Federal experience so far as equipment and techniques are concerned. This fact seemed to the reviewer to be a good example of the benefit from interchange of information between Government and industry.

The parts of the booklet that discuss protecting essential records and utilizing microfilm are much more abbreviated than the others. These subjects need more attention and probably will receive it in future editions.

One aspect of the booklet worth the thoughtful study of record personnel is the method described for segregating temporary papers from more permanent ones during the daily filing process. Mr. Chappelka suggests that offices should establish three folders for each subject, to contain the following: (a) papers having retention periods after the office has finished with them; (b) papers needed in the office for an extended period but not worthy of further retention; and (c) papers, such as drafts, that are of value for not more than 6 months.

CHESTER L. GUTHRIE

National Archives

Comisión de Historia del Instituto Panamericano de Geografía e Historia. *Boletín del Comité de Archivos*, vol. 1, no. 1, Jan. 1958. (La Habana, Cuba, Imprenta del Archivo Nacional, 1958. 89 p.)

The appearance of this number of the *Boletín* fulfills a purpose of the Committee on Archives of the Commission on History, Pan American Institute of Geography and History, to provide a tie uniting the archival institutions in the Americas. Specifically, the objectives of this new journal are stated to be the development of interarchival relations by publishing reports on the work and the regulations of the various archives; by exchanging information on the

methods, equipment, and policy involved in the reproduction of documents and on the creation of scholarships and archival missions; and by promoting the publication of guides to archival materials.

Of this first number of the *Boletín*, about a third is devoted to a compilation of the resolutions and recommendations concerning archives adopted by 15 inter-American commissions, congresses, and other bodies. Several pages are given to a proposal by John P. Harrison (recently of the National Archives in Washington and now on the staff of the Rockefeller Foundation) to translate T. R. Schellenberg's *Modern Archives; Principles and Techniques* into Spanish and to the announcement of the happy conclusion of the project. The remainder of the *Boletín* contains articles on archival standards and methods concerning such matters as equipment, personnel, the classification and cataloging of documents, photographic reproduction, and indexes.

The *Boletín* represents the noteworthy beginning of a laudable enterprise. As to its future its editors and contributors have a choice: they may devote their energies largely to matters of antiquarian interest and fill the pages with data on the early period of Latin-American history, or they may face the present and the future, emphasizing the problems of the custodian of 19th- and 20th-century records. It is to be hoped that an interchange of information may appear in the *Boletín* on such subjects as compiling inventories of current and past records of governmental ministries and departments, relieving governmental ministries of the burden of record custodianship, organizing relatively current records in archival agencies, opening records of the 19th and 20th centuries to the public, and seeking reciprocal most-favored-nation treatment for scholars of all nations.

ALMON R. WRIGHT

Department of State

Manuscripts and Records in the University of New Mexico Library, compiled by Albert James Diaz. (Albuquerque, University of New Mexico Library, 1957. [58 p.])

This checklist of 115 entries includes not only original documents but also photocopies. Scholars working in the special collection division of the University of New Mexico Library have heretofore had only a hazy idea of the materials housed by the division. The annotated checklist by Diaz will do much to bring the important holdings of this depository into sharp focus. Because of the historical foundations of the Southwest and the particular interests of the university's history department through the years, the division's holdings are especially strong in the Spanish and Mexican phases of Southwestern development.

The holdings are not limited to records of purely historical interest. Also included are materials of interest to musicologists (17 linear feet of *zarzuelas*), literary scholars (manuscripts and notebooks of D. H. and Frieda Lawrence), and economists (mercantile records of such famous old Southwestern business houses as the Charles Ilfeld Co.).

More precise information is needed in connection with the sources of the many photocopies included in the checklist. For instance, the checklist states that the library's copy of Colonel Manfield's inspection report of New Mexico in 1853 is a "Photoprint of the original in the hands of Col. M. L. Crimmins (Entry 63)." To the student of military history this can be misleading. The National Archives has held a Colonel Mansfield report for many years. Investigation reveals that the checklist actually refers to a copy of the same report in the National Archives, which was made for the late Colonel Crimmins.

The checklist includes an adequate index, and the style and organization of the publication is consistent and practical. The editorial annotations make it possible to distinguish readily the documents of record from the other materials. Although Mr. Diaz has been head of the special collection division for only a short time, he has done much to make the collections more useful to scholars. The librarian of the University of New Mexico has informed this reviewer that distribution of the publication will be limited.

WILLIAM S. WALLACE

Rodgers Library
New Mexico Highlands University

Proceedings of the Fourth Annual Conference on Records Management, September 20, 1957; "Paperwork — A Liability or an Asset?" (New York, National Records Management Council, 1957. 59 p. \$2.50.)

The National Records Management Council in its annual fall conference is providing business leaders with a high type of service. Each year the roster of conferees becomes more impressive, and it must be especially reassuring to the council to find the "blue chip" firms sending a new group of officials each year for training.

The 1957 conference covered the creation, maintenance, and disposition of records, along with planning against disaster and organizing to do the job. The council presumably knew what approach its speakers would take; they all favored the broad view on paperwork. With Harvey Sherman of the Port of New York Authority and Albert Pleydell of Management Services Associates taking this position, readers can be certain of a stimulating discussion.

It is not the purpose of such a conference to break new ground so much as to present persuasively and authoritatively the best in current doctrine. This the NRMC does exceptionally well. If any caveat is to be entered, it is that most record managers do not distrust pattern and form letters as did William L. Crunk in his talk on record creation. It would be interesting to know whether experienced technicians agree with Mr. Pleydell's statement that paperwork control means bringing growth under direction rather than a reduction in paperwork. Certainly the experience of the last decade has been on his side.

EVERETT O. ALLDREDGE

National Archives

Virginia 350th Anniversary Celebration Consultants in History and Archives to the Joint Commission. *The Search Room Catalogues and Other Finding Aids to the Records Preserved in the Public Record Office, London.* (Virginia Colonial Records Project, *Special Report* no. 27; Charlottesville, Va., 1957. 76 p., processed.)

As readers of the *American Archivist* are aware, in the spring of 1955 the Virginia 350th Anniversary Corp. launched a 2-year project of locating and microfilming records relating to colonial Virginia in the Public Record Office, the British Museum, and other British repositories. The program has been under the direction of a subcommittee composed of William J. Van Schreeven, Virginia State Archivist, and Francis L. Berkeley, Jr., curator of manuscripts at the University of Virginia's Alderson Library; and George H. Reese has been in charge of the work in the field. The reports of this project, the life of which has happily been extended, have been generously sent to interested persons and institutions. The work under consideration, similarly circulated, is a brief practical guide to the Public Record Office, prepared to meet the needs of American scholars by a "highly competent British expert," whose name is not given.

After the introductory Part 1 comes the bulk of the guide, Part 2, comprising 57 of the 76 pages. This is devoted to listing and analyzing the card indexes, lists, catalogs, calendars, printed guide books, and the summary of records — in short, the finding aids of all kinds that are in the Round Room and the Long Room of the Public Record Office. Though not pretending to be exhaustive, this summary is remarkably inclusive, and one suspects that even scholars who are PRO veterans will find it illuminating. Some of the printed materials are familiar enough — the Calendars of State Papers, for example — and one wonders whether it was necessary to list them volume by volume. But others, listed as TY or MS, will generally be unknown ground for those who have not actually worked in London. Part 3 is a survey of the materials for American history that were either omitted or inadequately described by C. M. Andrews. It is a distillation of a knowledge of the records that must have taken years of labor to acquire. Part 4, brief but suggestive, gives some groups and classes that contain Virginia items. All in all it may fairly be said that this guide is as useful as it is unpretentious. Two slips on p. 65 are too obvious to do any harm. It is hoped that there are not others less immediately apparent.

LEONIDAS DODSON

University of Pennsylvania

A Guide to the Manuscripts Collection of the New Jersey Historical Society, compiled by Fred Shelley. (New Jersey Historical Society *Collections*, no. 11; Newark, 1957. [81 p.] \$2.50; \$2 to libraries.)

Custodians of historical material, particularly of manuscripts — which frequently, to use a legal term, are the "best evidence" — have a duty to inform researchers about the treasures in their files. All custodians recognize the duty

but too few do anything about it. The finest and most intricate system of indexes is of small avail unless the seeker after fact has actual access to them. For many people such actual access is nearly impossible. What then is an acceptable substitute? Perhaps the best and most practical means of letting the world know about these source materials is a guide, such as has recently been issued by the New Jersey Historical Society. Of its 81 pages, 58 list 337 collections with some detail, and 15 contain the index. Papers relative to yesterday's happenings, however, are constantly being acquired so that a guide of 1957 will soon be outdated. But historical fact seekers in New Jersey may still find it a gold mine. It could have been bettered perhaps, had the basic collections been alphabetically listed. No index can be too detailed; and in this guide, although the cross-indexing is generally adequate, in some instances it is scanty. The reviewer wishes that he had half as good a guide to the holdings of his own society.

WILL G. ROBINSON

South Dakota Historical Society

Territorial Papers of the United States, vol. 22, *The Territory of Florida, 1821-1824*, comp. by Clarence E. Carter. (Washington, Government Printing Office, 1956. xiii, 1129 p. \$8.25.)

This is the first of several volumes of Florida Territorial records selected mainly from the National Archives but supplemented by a few items from the Library of Congress and from newspapers and Government publications. As in earlier volumes in this project, the organizing theme is the Federal administration of the Territory. Since this was the primary responsibility of the State Department in the period covered, the intent has been to reproduce every relevant State Department paper not previously published in good form and not trivial, duplicative, or merely routine. Beyond this, the attempt to approach completeness of inclusion has been applied to memorials and petitions from Florida to Congress or the Executive and to pertinent letters from the broken and incomplete files of the Post Office Department. Less complete coverage is attempted for other Government agencies. Only 68 of the approximately 790 documents here have been previously published.

This volume is in four chronological sections. The first section, pertaining to the transition from Spanish to American rule, contains papers mainly related to Andrew Jackson's negotiations with the retiring Spanish officials, commissions and instructions to United States provisional officers, and recommendations for appointments. The second section relates to Jackson's provisional regime in 1821 and includes important information on the organization of that regime, tentative efforts to formulate an Indian policy, Spanish-American clashes over the archives of East Florida, and friction between American civil and military officers in St. Augustine. The summary treatment given to the more spectacular disputes in West Florida, which led Jackson to put former governor José Callava in jail, is justifiable because of the large number of those papers already published; but this reviewer was pained to see that the included

account of this celebrated affair was by Judge Eligius Fromentin, one of the least creditable characters involved. Several previously unpublished letters, however, are encouraging to the defenders of Jackson, particularly one (p. 257) in which Attorney General William Wirt asserted that Jackson's intentions had been "correct throughout the whole of this affair" and that his judgment had been "essentially right." (There is no index entry under the name "Wirt" in the otherwise remarkably detailed 140-page index, although references are found under "Attorney General, *Wirt*.")

The third section covers the period early in 1822 when the secretaries of East and West Florida administered the government. Notable in this section is the Act of Mar. 30, 1822, establishing the Territory of Florida — in effect, Florida's first "constitution." Its publication is justified on the ground that more than 50 discrepancies were noted between the manuscript version and that in the *Statutes at Large*.

The fourth section, occupying more than half of this volume and to be continued in the next, covers the first 2 years of the first term of Gov. William P. DuVal. The two dominant topics here are the activities of the land commissioners, who ruled on the validity of titles derived from British and Spanish grants, and the initiation of a policy of concentrating the Seminole Indians in a reservation within the peninsula. Documents relating to governmental organization abound, and lesser numbers of papers relate to road and lighthouse building, foreign wreckers in the Florida Keys, militia organization, the location of a permanent seat of government, and the inconvenient absence of Governor DuVal in the winter of 1822-23. A contentious dispute between the Federal District Attorney and the judge in West Florida is allotted more space than it merits.

The importance of this volume to the student of Florida history cannot be overemphasized. It is a source and a guide for filling many gaps, and its detailed index and copious explanatory and cross-reference footnotes make it convenient to use even for the beginner. The editor and his staff must be complimented for maintaining the high standards they have established in this series.

HERBERT J. DOHERTY, JR.

University of Florida

California Legislature. Joint Legislative Budget Committee. *California's Records — Preservation and Volume Control*, by A. Alan Post, Legislative Auditor. ([Sacramento], Feb. 8, 1957. 44 p. Processed.)

This report, designed to bring to the attention of the California Legislature that State's most pressing record management problems, contains the basic essentials of a sound program of remedial action. The Legislature is requested to order an "essential records" program as a civil defense measure, to clarify the status of the Central Records Depository and Archives in Sacramento preparatory to the depository's becoming a State record center and archives, and to authorize a branch record storage center in Los Angeles. The Department of

Finance is advised to utilize record-survey data not only for evaluating file-equipment needs but also for office-space allocations and to scrutinize more closely requests for funds for existing and proposed microfilming projects. All State agencies are urged to revise their filing practices to facilitate the "purging" and "weeding" of files for transfer and disposition actions. In addition to these general recommendations, the report contains detailed recommendations affecting the most extensive record series of the larger recordkeeping and record-making agencies.

The data on microfilming costs can be applied to most existing or proposed projects of this character. Included in the appraisals of the recordkeeping practices of the agencies covered are experience-tested operational techniques in record management. The management recommendations made can be advantageously used by most State and local record management personnel with but slight modifications. It is to be regretted, however, that the report does not make more decisive recommendations on the subject of vital statistics.

This report in its entirety may well be used as a model for the effective presentation of record management data to legislative bodies and top-level executives in both State and local government.

VERNON B. SANTEN

Division of the Budget
New York State

"Manuscripts and Archives," ed. by R. W. G. Vail. (*Library Trends*, vol. 5, no. 3; Urbana, University of Illinois Library School, Jan. 1957. 309-416 p. \$2.)

This issue of *Library Trends*, edited for the occasion by R. W. G. Vail, contains 12 articles relating to collecting, preserving, and administering manuscripts and archives. All the articles were prepared by recognized authorities on their respective subjects—to mention only a few, such well-known librarians and archivists as David C. Mearns, Robert B. Downs, Howard H. Peckham, Lester J. Cappon, and Wayne C. Grover. The subjects treated are equally significant; historical, literary, artistic, and musical manuscripts; private and institutional collecting of manuscripts; the physical care, repair, protection, arrangement, and cataloging of manuscripts and policies regarding their use; reference works and historical texts; the care and handling of nongovernmental, Federal Government, and State and local government archives; and the special problems involved in films and sound recordings.

Where so many topics are treated by so many persons in so small a space, it is not possible to give a comprehensive treatment of any one subject; but it is possible to suggest or open up avenues to information that may be found elsewhere. This has been done. Lists of references appended to each article furnish the means by which the reader may pursue the subject more fully, particularly in numerous articles that have appeared in the *American Archivist*. Theodore Schellenberg's *Modern Archives; Principles and Techniques*, which appeared almost simultaneously but too late for inclusion in the lists of references, should

also be consulted for a more detailed treatment of the matter with which it deals.

Analysis and evaluation of the various articles is not possible in a review of this length. Brief and as a rule nontechnical, they are perforce introductory rather than exhaustive; but within these limits the authors have succeeded well in what appears to have been the general purpose of the issue.

JAMES W. PATTON

University of North Carolina

American Indian and White Relations to 1830; Needs and Opportunities for Study, by William N. Fenton, L. H. Butterfield, and W. E. Washburn. (Institute of Early American History and Culture, Williamsburg; Chapel Hill, University of North Carolina Press, 1957. x, 138 p., index. \$3.)

This book is the second product of the Institute in its *Needs and Opportunities for Study* series. Attention, especially of graduate students, now is called to Indian relations in the colonial and early national periods.

The book consists of an essay and a bibliography. The 25-page essay is the address before the Williamsburg conference by Dr. Fenton, assistant commissioner for the New York State Museum. His thesis is that historians and ethnologists cover much common ground and should be familiar with each other's research techniques. The existing boundary between the two disciplines is meandering at best. Both use written records, although the ethnologist often makes original observations also. The ethnologist is primarily concerned with "the languages and cultures of preliterate, or 'primitive' peoples." Further, he develops a knack of "upstreaming," or projecting observed culture patterns backward into the archeological past, a method that causes the historian to raise his eyebrows. The ethnologist, nevertheless, can read more into a historical account of Indian ceremonies than the historian can, even though the ethnologist may have to stumble on the historical source material by accident. Hence, the bibliography.

The selective list of titles is classified. After general references, a section is given over to ethnological literature and another to historical literature. Other sections are devoted to serials, manuscripts and archives, and documentary publications. The last group of references is on a cluster of special topics: portraiture, songs, captivities, biography, missions, government policy, and literature. The bibliography was prepared jointly by Fenton, Butterfield, and Washburn.

Dr. Fenton's program for drawing ethnologists and historians together calls for conferences, summer seminars, a central register of relevant documents, and an institute for American Indian history. All that may be useful, but it still sounds a little disappointing and peripheral to this reviewer. The primary need, it would seem, is for universities to require some training in American history and bibliography for graduate students in anthropology and, conversely, some study of archeological techniques and ethnology for those in history. Finally Dr. Fenton suggests a few jobs that need doing: rewriting the story of

the disappearance of the New England Indians, determining the role of the Six Nations in the founding of the Republic, and writing biographies of Henry Knox, Timothy Pickering, and Samuel Kirkland.

The work is supposed to be stimulating, and it is. The topics noted relate to Indian affairs in the Northeast; the list could be extended for other regions. To be most effective, however, the argument must make its impact on the professors as well as the professionals.

HOWARD H. PECKHAM

William L. Clements Library

Case Studies in Records Retention and Control, prepared for Controllershship Foundation, Inc., by Jewel Moberley, Elizabeth D. Holbrook, William L. Rofes, and Herbert F. Klingman. (New York, Controllershship Foundation, Inc., 2 Park Ave., 1957. x, 455 p., illus., appendixes, \$7.50.)

The Controllershship Foundation has made a very valuable contribution to the field of record and paperwork management in publishing these 13 case studies of the record retention practices of companies engaged in 5 different business fields. The studies give a brief glimpse at the various methods used to achieve the same end — record control.

Those unfamiliar with the general principles of effective record management, along with its make-do ingredients and practices, should certainly make a point of reading William Rofes' analytical summary. In clear, simple, succinct phrases, Mr. Rofes defines and explains what a record retention program is. His emphasis is on methods of inventorying, evaluating, scheduling, storing, and disposing of records. The case studies also emphasize these methods of getting control over mass accumulations of paper.

The types of businesses covered are engineering, insurance, public utilities, manufacturing, and processing. The reader should not, however, confine his reading to the case studies of his own type of business. He should read every study. In one study a railroad company may use an effective inventory technique and overlook a technique for preserving valuable records; in another, a manufacturing firm may do the opposite. Limited reading might lead to a limitation in the scope of a record program. And all the studies are very readable.

The case studies concentrate on record disposition; current filing practices are relatively neglected. This is as might be expected since most companies must first tackle an accumulated mass of old, inactive records before turning to the refinement of current operating systems. In this concentration on methods of record scheduling and disposition, the studies give excellent coverage.

In reading these case studies, it might be well to note the talent used to prepare the studies and to administer the programs themselves. This is a body of capable and highly trained professional personnel. The level of supervision is superior, and the programs reflect this.

Those engaged in government record programs might expect to find this book dull reading, for they have long passed through these scheduling, inven-

torying, and storing stages. This is "old hat," they may think. But be not misled. There are many simple techniques and systems used by these 13 companies that make government methods outmoded and extremely laborious. These studies are good reading for everyone in the paperwork field, whether in industry or in government. For they give 13 stories of fresh, new approaches to an old problem and tell of 13 successes in achieving control by as many different methods.

JOHN F. X. BRITT

Ford Division, Ford Motor Co.

U. S. Department of the Army, Adjutant General's Office, Departmental Records Branch. *Standing Operating Procedures, Section 10, Glossary of Archival and Records Administration Terms Applicable to the Work of the Departmental Records Branch*, comp. by Ken Munden. (Washington, 1957. 495 p. Processed.)

This voluminous glossary contains a number of concise explanations of archival terms. Some of the explanations are interesting essays in miniature, frequently perceptive and at times amusing. If the compiler had contented himself with explaining only those words that are provincial, technical, or otherwise peculiar, or peculiarly used, the resultant work would have been one to turn to for general enlightenment. But such terms are all too few and comprise only a small part of the total. The great majority of the entries are merely descriptive of kinds of records. Although these descriptions may serve a need at the Departmental Records Branch they will be of little interest to the general archivist or record manager.

Many of the descriptions do not describe, for example: "Dental Work Sheets and Tabulation Sheet File. Work sheets and tabulations accumulated in connection with dental activities." At times the explanations are less understandable than the terms themselves. To some of the definitions this reviewer takes exception, but reference to just one will suffice. It is said that precise use of the term correspondence includes letters, form letters, endorsements, and so forth, but excludes telecommunications. Since telecommunications are used simply for rapid correspondence, the exclusion is strange and certainly contrary to desirable record practice.

There are notable omissions of important record management terms developing from electronic data processing and information retrieval systems. The growing use of magnetic and paper tape as a recording medium has generated many terms and concepts that must become familiar to the archivist and record manager.

LEWIS J. DARTER, JR.

Department of the Navy

Guide to the Manuscripts of the State Historical Society of Wisconsin; Supplement Number One, comp. by Josephine L. Harper and Sharon C. Smith. (Madison, State Historical Society of Wisconsin, 1957. xii, 222 p. \$5.)

This volume supplements the *Guide*, published in 1944, and describes in 791 entries the society's accessions from 1941 through May 1956. The compilers have followed the techniques used by Alice E. Smith in the basic *Guide*. Unlike a calendar or an archival inventory, a guide to a historical manuscript collection can be either meager or as elaborate as time and money will permit. The Wisconsin compilers have struck a happy medium in balancing the divers considerations that affect the production of a printed finding aid. Terminology, descriptive formulas, biographical emphasis, and subject notation compare favorably with the corresponding elements in guides that have been published by other prominent depositories of historical materials in Kentucky, Ohio, Pennsylvania, and North Carolina. But the user will be disappointed if he expects to find here the costly refinements that distinguish such productions as those published by the Huntington Library, the William L. Clements Library, and Yale University Library. And in contrast to William S. Ewing's edition (1953) of the Clements *Guide*, the present compilation does not represent an attempt to describe the Wisconsin holdings in strict accordance with the tentative rules for cataloging manuscript collections issued by the Library of Congress. The deviations, however, will hardly handicap the incorporation of the entries into a national register of manuscripts if that great desideratum ever becomes a reality.

So far as the actual materials are concerned, this *Supplement*, unlike the basic *Guide*, contains no entries covering Wisconsin State, county, and municipal archives. These official records were transferred by action of the legislature in 1947 to a separate archives division. Users of the basic *Guide* (which contains many rather poorly conceived entries for State archival materials) need not be inconvenienced by the transfer: the historical manuscript and the archival establishments are both incorporated in the framework of the State Historical Society of Wisconsin. Such a simple solution to a vexatious problem is possible in those States where the historical society is an agency of the State government. Papers of Wisconsin governors prior to 1943, however, remain within the province of the manuscript section of the historical society. The present compilers diagnose a democratic affliction when they explain in their foreword that "the records of the office [of chief executive] . . . often become inextricably mingled with the incumbent's personal and business papers."

During the 92 years from 1849 to 1940 the society, according to the basic *Guide*, collected "130 boxes and 85 volumes" of papers on "labor and socialism." The *Supplement* indicates that during the 15 years from 1941 to 1956 "about 149 boxes and 481 volumes" in the same broad field were added. These recent acquisitions include approximately 50 collections of papers created by Wisconsin affiliates of the A. F. of L. and the C. I. O. and other organized labor groups. This, coupled with the fact that the inclusive dates for most of the deposits extend into the 1950's, signifies a successful effort on the part of

the society to become the archival repository for labor organizations in the State. A similar influx of materials touching medicine and dentistry emphasizes a concern for those fields of inquiry. On the other hand, the records of religious bodies are sparsely represented among the recent accessions. This fact either means that the various denominational groups in Wisconsin have created their own separate repositories or reflects a trend in contemporary historical studies.

An excellent index reveals — far better than this review could even hint — the richness and scope of the manuscript materials assembled by the Wisconsin society during the period covered by this guide. The spirit of Draper still hovers over that alert institution.

JOHN MELVILLE JENNINGS

Virginia Historical Society

The Beekmans of New York in Politics and Commerce, 1647-1877, ed. by Philip L. White. (New York, New-York Historical Society, 1956. xxxi, 705 p., illus. \$10.)

The Beekman Mercantile Papers, 1746-1799, ed. by Philip L. White. (New York, New-York Historical Society, 1956. 3 vols., vii, 1485 p. \$25.)

A reviewer seldom has the opportunity to comment on the history of a family whose members have maintained a position of responsibility and influence over nine generations. The Beekman family members have held positions of influence in trade, politics, law, and philanthropy from the original William Beekman, who arrived in New York in 1647, through his descendants living in New York at the present time. These Americans of Dutch extraction have continued to exhibit character, intelligence, tenacity, and a willingness to work hard — qualities that made for the greatness of Holland in the 15th and 16th centuries and for the quick recovery of Holland from the ravages of World War II.

It is difficult for me to review these four volumes with much objectivity because of their high degree of excellence. Business historians, political scientists, and sociologists are deeply indebted to Dr. White, the Beekman Family Association, and the New-York Historical Society for making this material available to researchers. It is my earnest hope that this publication will encourage other business and industrial firms to publish similarly detailed records. While the sheer mass of records of a large corporation precludes publishing them in their entirety, the early records, or those of smaller companies, could be published for the benefit of business history. It would greatly increase our understanding of business, businessmen, and the economic development of this country if source materials for significant periods of American business development became generally available. The pre- and post-Civil War developments and the early corporate expansion in the 1900's come to mind as fertile areas for the publication of business records.

The publication of these four volumes adds much to our information on the trials and successes of American businessmen as they struggled to establish

themselves before and after the American Revolution. It goes further in that the letters reveal for the period how business was transacted, the kinds of clothing and food that were in demand, and the reaction of businessmen to current happenings. From the letters in *The Beekmans of New York* Dr. White has distilled a running account of the activities of members of the family and evidence of the methods of doing business and the problems facing merchants, thus providing a background for the three volumes of mercantile papers. The glossary of 18th-century trade terms makes both the narrative and letters more intelligible to the modern reader.

The three volumes of mercantile papers represent a formidable job of decipherment and editing. Having had some experience in using old letter books, I know the pains required to read them. Business historians who have occasion to use these records will be grateful to Dr. White and will reserve a special blessing for David H. Lawrence, assistant editor of the New-York Historical Society, whose index makes the volumes even more useful. The letters are largely derived from the correspondence of the three Beekmans involved in trade (Gerard G., James, and Gerard W.) in the period from 1746 to 1799. They are of especial interest for the period generally and for the insight they give into the general business practices of the time. They throw light on the difficulties of collecting and remitting money, the effects of war and threats of war in Europe, and the operations of marine insurance in the Colonies. The letters are arranged chronologically and the index makes it possible to locate people, events, and various items of trade. The fine paper, excellent typography, and good proofreading make these letters a joy to read. The endpaper maps of the principal areas with which Gerard G. Beekman traded are an extra dividend not always included in books of this class.

Any business historian studying this period will find that he must consult these volumes. Here he can draw his own interpretations from businessmen speaking through their letters over an extended period. Furthermore, the letters themselves are surprisingly interesting to read.

It is to be hoped that the price of \$35 for these four volumes will not hinder their distribution. They should be in every large research library, and many serious students of business history will wish to buy them. Dr. White has blazed a trail, which I hope other business historians will follow.

EDWIN T. COMAN, JR.

University of California
University Library, Riverside

Annual Report of the New-York Historical Society for the Year 1956. (New York, New-York Historical Society, 1957. 112 p., illus.)

This annual report of a distinguished American historical society gives a comprehensive review of its varied work during its 152d year. All accounts of the several departments and their activities sustain one in the knowledge that the society has again completed a useful and prosperous year of service in the cause of American history.

An acquisition of primary importance is a group of 10 oil paintings, 4 miniatures, and over 150 photographs of members of the Stuyvesant family. These portraits, now being studied, added to those in the museum of the society, make a complete record of this family through 8 generations. Among the gifts to the library is the excellent collection of circus books of the late Leonidas Westervelt, an authority on the subject. Additions to the collection of manuscripts include 14 letters from New Jersey coastwise captains to Gov. William Livingston reporting success in their whaleboat operations against the British in 1782. Another acquisition is the letter to the New England commissioners, from Governor Dudley of Massachusetts, concerning their conference in 1709 with the new Governor Lovelace of New York on Indian affairs. A gap in the society's run of the *Pennsylvania Gazette* for 1735 and 1736 was filled by a gift from a descendant of an original subscriber.

The principal publications of the year were Philip L. White's *The Beekmans of New York in Politics and Commerce, 1647-1877* and *The Beekman Mercantile Papers, 1746-1799*. These two works were accompanied by a separate pamphlet, Dr. Fenwick Beekman's *Introduction to the Beekmans of New York*.

These items merely illustrate the society's varied activities and do not include them all, especially the popular exhibitions, lectures, concerts, and motion picture shows. Such a diversified program, possible because of abundant financial means, is truly meeting a growing interest of the general public in the work of historical societies. The report should strike a hopeful and cheerful note for other societies not yet so well entrenched financially.

ROBERT M. LUNNY

New Jersey Historical Society

Annual Report to the Board of Trustees, the Rutherford B. Hayes and Lucy Webb Hayes Foundation, the Hayes Historical Society. (Fremont, Ohio, 1956. 31 p.)

Annual Report, Archives of DePauw University and Indiana Methodism, 1955-1956. (Greencastle, Ind., DePauw University, 1956. [5] p.); 1956-1957. (Greencastle, Ind., DePauw University, 1957. [5] p.)

These reports amply justify the expense of expanding collections, increasing their use, and advertising their contents. The Hayes Library, founded in 1911, has had its own building since 1916. The DePauw collection, founded in 1951, still has the handicap of temporary housing. The former is maintained by the State of Ohio, with a separate board of trustees; the latter by the university through a committee including members from the three Indiana Methodist conferences. Both institutions depend considerably on private funds and private gifts of materials, and neither is strictly archival. DePauw, however, has an impressive quantity of church archives and some official university files, as well as memorabilia.

These specialized collections are rendering signal services. Research and

publication are promoted. Sources of all types keep pouring in, especially through the Hayes Library's active photocopying program and the recent DePauw accession of publications relating to Indiana Methodism. The latest reports, however, do not tell whether guides have been issued or are contemplated for the entire collections. Sometime it would be helpful to show the relation of manuscripts in the Hayes Library with archival materials on Hayes in Washington, and the relation of the sources at DePauw with the archives of national Methodism.

T. D. SEYMOUR BASSETT

University of California, Riverside

Twenty-first Annual Report of the Archivist of the Hall of Records, State of Maryland, by Morris L. Radoff. (Annapolis, 1957. 62 p.)

The Archivist of Maryland has made a solid contribution to the literature of archival science in his 21st annual report, for the fiscal year July 1955-June 1956. He has summarized concisely the achievements of the year, which are considerable. The most generally valuable aspect of the report, however, is its possible use as a handbook or table of organization for struggling archivists who have not yet attained so clear an organization.

Apparently the Archivist of the Hall of Records is expected to administer a program dealing with archives and records and is free of the allied but at times confounding arts of history, librarianship, museum administration, restoration, and historical-society flag-waving, which many of his colleagues have inherited along with their noncurrent records.

That the Archivist administers such a program well is evident in his report. The three divisions operated under the Hall of Records are general administration, archival administration, and record management. Of special interest to archivists who are increasingly concerned with the flood of paper that threatens to engulf them is the Maryland record management program. Working closely with State departments, the record management staff of six has established schedules for the disposition of unneeded records, after a survey with a view to reducing them at their source. The judicious use of microfilm where indicated is of prime importance in this program.

Although an adequate table of contents points the way to the principal parts of this report, it is suggested that future reports from Maryland's highly efficient archival agency might well be indexed. An index would make the reports more useful to researchers in the Hall of Records as well as to students of archival science throughout the nation.

CHARLOTTE CAPERS

Mississippi Department of Archives and History

PUBLICATIONS RECEIVED

Limitations of space and the desirability of providing some variety in the material reviewed makes it impossible to present reviews of all pertinent publications received. But the listing of a title here does not necessarily preclude the possibility of a review later. Publications not reviewed will be deposited in the National Archives Library, and in some cases they will be taken up with other comparable publications in group reviews. We hope that institutions and publishers will continue to forward their reports, guides, inventories, manuals, documentary compilations, and other publications relating to archives, manuscripts, and record management.

- Australia, Commonwealth Archives Committee. *Fifth Annual Report, 1955-1956*. Canberra, Nov. 1956. 6, 3, 3 p. Processed.
- Basel, Switzerland. *Jahresbericht des Staatsarchivs Basel-Stadt, 1956*. [Basel, 1956.] 16 p.
- Bavaria, West Germany. *Mitteilungen für die Archivpflege in Bayern*. Herausgegeben von der Generaldirektion der staatlichen Archive Bayerns, 1957. 3. Jahrgang Heft 34. München, 1957. 33-80 p.
- Great Britain, House of Lords, Record Office. *The Private Bill Records of The House of Lords*. (Record Office Memorandum no. 16.). n. p., n. d., 31 p. Processed.
- Great Britain, Public Record Office. *118th Report of the Deputy Keeper of the Records, 1956*. London, Her Majesty's Stationery Office, [1957.] 22 p. 1s. 6d. net.
- Lancashire, Great Britain. Lancashire Record Office. *Report for 1956*. Preston, T. Snape & Co., Ltd., [1957.] 24 p.
- Lincolnshire, Great Britain. Lincolnshire Archives Committee. *Archivists' Report 8, 22 March 1956-23 March 1957*. [Lincoln, 1957.] 71 p. 2s. 9d.
- Louisiana. Secretary of State. *Guide to the Records of the Corporation Department*. Prepared by John C. L. Andreassen. [Baton Rouge], Aug. 1957. 87 p.
- Mauritius. *Annual Report of the Archives Department for the year 1956*. Port Louis, J. Eliel Felix, I. S. O., Government Printer, Nov. 1957. 21 p.
- Mississippi, Department of Archives and History. *Biennial Report of the Mississippi Department of Archives and History, July 1, 1955-June 30, 1957*. By Charlotte Capers, Director. Jackson, 1957. 43 p.
- Netherlands, Ministerie van Onderwijs Kunsten en Wetenschappen. *Verslagen omtrent 'S Rijks oude Archieven, 1956*. (Tweede Serie, vol. 29). 'S Gravenhage, Staatsdrukkerij-en Uitgeverijbedrijf, 1957. 110 p.
- Northamptonshire, Great Britain. Northamptonshire Archives Committee. *Annual Report, 1st April, 1956, to 31st March, 1957*. Northampton, 1957. 10 p.
- Punjab, Pakistan. Punjab Government Records Office. *Administration Report for the year 1955-56*. Chandigarh, Printed by the Controller of Printing and Stationery, 1957. 24 p.
- Tasmania, Australia. *Guide to the Public Records of Tasmania. Section One. Colonial Secretary's Office Record Group*. Hobart, Tasmanian State Archives, 1957. 43 p. Processed.
- U. S. Adjutant General's Office, Administrative Services Division, Departmental Records Branch. *Detailed List of Subjects Contained in the Administrative Serial Issuances of Allied Force Headquarters, 1942-1947*. (Inventory no. 940, part 2). Washington, 1957. 90 p. Processed.

News Notes

H. B. FANT, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The membership of the Society's Committee on International Relations is now complete: T. R. Schellenberg, *Chairman*, Robert Claus, Carl L. Lokke, George J. Olszewski, and Mrs. John R. Weske. A new member of the Business Records Committee is A. A. Deter, of the Linde Co., New York City.

Since the last membership changes were noted 42 new members have joined the Society and 24 have been dropped from the rolls. New or reinstated members since the last published listing include: Roumelle Bowen, Tallahassee, Fla.; Velma Churchill, Golden, Colo.; John T. Curry, Kansas City, Mo.; Lewis K. Demand, Cheyenne, Wyo.; the Rev. Alcuin Greenburg, Conception Abbey, Mo.; Bernard Hall, M. D., Menninger Foundation; William Harrington, San Bernardino, Calif.; Jerry N. Hess, Independence, Mo.; Ralph Hudson, Oklahoma State Library; Martha F. Montague, Lewis & Clark College Library; Mrs. Harry E. Pratt, Springfield, Ill.; Irving Rosenfeld and Mrs. Marion Schimpf, Los Angeles; Cecil H. Schrepfer, Independence, Mo.; Ralph L. Scrocco, Solar Aircraft Co., San Diego; Julia Ward Stickley, National Archives; Manette Swetland, Emma Willard School; William J. Van Schreeven, Virginia State Library; and Mrs. John R. Weske, Brookville, Md. Institutional members include the libraries of Fort Hays Kansas State College; the Genealogical Society, Salt Lake City; Kansas State Teachers College, Emporia; New Mexico College, A & M Arts; Tennessee State Library and Archives; Texas Woman's University, Denton; the University of Massachusetts, Amherst; the University of Pittsburgh; and the Western Reserve Historical Society, Cleveland; also the New Century Publishers, Inc., New York; Records Management Service, GSA, Kansas City, Mo.; the Purchasing Unit of the Social Security Administration, Baltimore; and the U. S. Forest Service.

New foreign members, personal and institutional, include the Archives and Bibliothèque, Leopoldville, Belgian Congo; Bibliotheek der Staatsmijnen, Geleen, Holland; the Department of Public Administrative Service, Rio de Janeiro; Escobar Hernan, Medellín, Colombia; the Institution of Public Administration and Management Library, Rangoon, Burma; Evan David Jones, Aberystwyth, Wales; the Koninklijke Bibliotheek, The Hague; Keiji Tajima, Tokio; and the University of the Philippines Library.

ERRATUM

Carl L. Lokke has called the editor's attention to an error in the January 1958 *American Archivist*. On pages 18 and 21 Francis P. Blair is identified as

the editor of the *Diplomatic Correspondence of the United States, 1783-1789*, whereas he was the printer. A clerk in the Department of State, William A. Weaver, compiled and edited the work.

NATIONAL ARCHIVES AND RECORDS SERVICE

On May 15 President Eisenhower formally received from Administrator of General Services Franklin Floete and Archivist Wayne C. Grover the first copy of the first volume of the *Public Papers of the Presidents of the United States*. This volume, entitled *Dwight D. Eisenhower, 1957*, introduces a series to be published by the Federal Register Division of the National Archives and Records Service. The series was begun on the recommendation of the National Historical Publications Commission. The first volume contains the President's messages to Congress, transcripts of his news conferences, and his important speeches and statements, including the speeches delivered at the Bermuda conference in March and at the NATO Paris conference in December of 1957. In addition to a comprehensive index it has several appendixes listing (a) White House press releases, (b) Proclamations, Executive Orders, and similar documents already published in the *Federal Register* during 1957, and (c) Presidential reports to Congress made during the year. The volume of 976 pages is on sale by the Superintendent of Documents for \$6.75. It is intended to bring out one current volume each year and from time to time to publish an extra volume to fill in the gap since Richardson's *Messages and Papers of the Presidents*.

At the first annual meeting of the board of the Harry S. Truman Library Institute, held at Independence, Mo., on Apr. 2, the following officers were reelected: president, Elmer Ellis, president of the University of Missouri; vice president, David D. Lloyd, Alexandria, Va.; treasurer, Tom L. Evans, board chairman of Kansas City radio station KCMO; and secretary, Philip C. Brooks, director of the Truman Library. Nine new members of the board were named: Chief Justice Earl Warren, House Speaker Sam Rayburn, Chancellor Richard M. Drake of the University of Kansas City, Pres. Ethan A. Shepley of Washington University of St. Louis, Prof. Thomas E. Blaisdell, Jr., of the University of California, Prof. Merle Curti of the University of Wisconsin, Prof. Francis E. Heller of the University of Kansas, Prof. Dexter Perkins of Cornell University, and Prof. Samuel P. Hays of the University of Iowa.

The National Archives has recently accessioned the records of the earliest predecessors of the Labor Department — records of the Bureau of Labor, 1884-88, the Department of Labor, 1888-1903, and the Bureau of Labor, 1903-13. This accession includes the only known records of the Pullman Strike Commission, 1894-96. Two more preliminary inventories have been issued: no. 102, *Records of the Rationing Department of the Office of Price Administration*, compiled by Meyer H. Fishbein, Martha Chandler, Walter W. Weinstein, and Albert W. Winthrop; and no. 103, *Cartographic Records of the Bureau of the Census*, compiled by James Berton Rhoads and Charlotte M. Ashby.

Among recently issued National Archives microfilm publications are Letters Received by the Office of Indian Affairs, 1824-81. These letters were written from 23 agencies (179 rolls) and from 8 superintendencies: Arizona (26 rolls), Arkansas (1 roll), Colorado (18 rolls), Florida (6 rolls), New Mexico (37 rolls), St. Louis (10 rolls), Utah (10 rolls), and Wisconsin (2 rolls). Other recent microfilm publications are the Revolutionary War Rolls, 1775-83 (137 rolls); and Population Schedules of the Fourth Census, 1820, for the States of North Carolina (6 rolls) and South Carolina (4 rolls).

LIBRARY OF CONGRESS

The number of manuscripts in the Library of Congress on June 30, 1957, was estimated a few weeks ago to have been almost 15½ million. New acquisitions include the following: a journal, Feb. 20-Nov. 29, 1760, kept by a Massachusetts soldier during a march to Montreal and back; about 230 letters, 1850-1909, of Edward Everett Hale; about 5,400 manuscripts of the Hoe family, whose name is associated with the manufacture of printing presses; and some 15,000 papers of the late James McKeen Cattell, editor of scientific publications. Lincoln Isham of Dorset, Vt., great-grandson of Abraham Lincoln, contributed three Lincoln manuscripts; and the novelist Mackinlay Kantor presented 460 literary manuscripts and 2,000 personal letters written or received, 1912-57.

The centennial of the birth of Worthington Chauncy Ford (1858-1941), noted historian and editor, was commemorated at the Manuscript Division, which he headed in the first decade of this century, by an exhibit of manuscript notes and letters.

TECHNICAL DEVELOPMENTS

A glossary of terms used in magnetic tape recording is available free from Dept. M7-177, Minnesota Mining and Manufacturing Co., 900 Bush St., St. Paul, Minn.

Western Reserve University and the Council on Documentation Research sponsored a conference in Cleveland, Feb. 3-4, attended by about 120 representatives from organizations interested in documentation and information services for science and technology. Despite the general awareness of inadequacies in present methods of disseminating and using scientific knowledge, the conference reached no final conclusions. It voted that the Council on Documentation Research inform the National Academy of Sciences-National Research Council of the Cleveland transactions and ask the academy to appoint a special committee to study the problems involved and to work toward their solution.

Kenneth Munden of the National Archives and Records Service, Region 3, General Services Administration, was detailed to the Federal Civil Defense Administration for 3 months this spring to develop standards for selecting records essential to the continuity of State and local government in the event of nuclear attack. In this assignment he saw the establishment of the Records

Preservation Division, a new unit of FCDA's Continuity of Government Office. Through correspondence or personal contact with civil defense directors, archivists, and record management officers of all the States and of many counties and cities, Mr. Munden gathered enough data to draft a comprehensive technical manual on this subject. This manual is now being reviewed within FCDA and by responsible State officials. When published by FCDA it will serve to guide State and local officials, as the new GSA handbook on protecting vital records will serve to advise agencies of the Federal Government.

FOREIGN NEWS

Argentina

As reported in the *Hispanic American Historical Review* for last November, the first Reunión Argentina de Paleografía y Neografía, held at Córdoba in Nov. 1956, recommended the institution of training courses for archivists in Argentina; the establishment of a commission of archivists and historians to examine the validity of documentary publications already issued in Argentina; support by the provincial and national governments for the publication by the Instituto de Estudios Americanistas (Córdoba) of the archives of Gen. José Mariá Paz; and, in general, government support for the publishing programs of archivists.

Ceylon

The *Administration Report of the Government Archivist* for 1956 (Dec. 1957) notes that the Archivist, J. H. O. Paulusz, retired on Oct. 1, 1956, when the Archives Department was transferred from the Ministry of Education to the Ministry of Local Government and Cultural Affairs. Some months later, however, Mr. Paulusz was reappointed Archivist. The Assistant Archivist, E. P. P. Perera, is perfecting himself in law preparatory to classifying and arranging Ceylon's judicial records. A fellowship granted by UNESCO enabled the librarian, G. D. Ranasinghe, to visit the Hague and to go to London for a special course in bibliography and archival science.

France

Charles Braibant, Director of the Archives of France and honorary president of the International Council on Archives, has announced that the eighth international course in archival techniques will begin at the Archives Nationales in Jan. 1959. The brochure *Stage International d'Archives* and other information can be obtained by writing to his office, Archives Nationales, 60 rue des Francs-Bourgeois, Paris 3^e, attention of Albert Mirot or Robert-Henri Bautier.

Great Britain

Assisted by a grant from the United States Information Service in the United Kingdom, the British Association for American Studies expects to pro-

duce a guide to manuscript and printed source materials in the United Kingdom bearing on United States history, politics, economics, and literature. H. C. Beales, director, and B. R. Crick, assistant director, may be addressed at the Institute for Historical Research, University of London, London W. C. 1.

India

The National Archives of India reported at the end of last November that work on its multivolumed *Calendar of Persian Correspondence* had reached the following stages: volume 10 (1792-93) was being printed, volume 11 (1794-95) was being indexed, and volume 12 (1796-97) was being compiled. In connection with the preliminary listing of original Persian letters received during the early 19th century, a catalog of oriental seals is being prepared.

Israel

The Institute of Hebrew Manuscripts, which has operated since 1950 as a branch of the Ministry of Education and Culture, has been bringing together in Jerusalem reproductions of Hebrew manuscripts held in Austria, Belgium, Denmark, France, Holland, Hungary, Italy, Switzerland, and the Vatican; it has recently extended its searching to England also. Thus far about 20 per cent of the Institute's worldwide objective has been attained.

Paraguay

The materials at the Archivo Nacional at Asunción selected for microfilming by the Spanish archivist Francisco Sevillano Colom amount to about 200,000 manuscript pages. The microfilming was a joint project of UNESCO and the Government of Paraguay. What was covered is summarized in a 61-page archival section of the Feb. 1958 *Hispanic American Historical Review*.

Rhodesia and Nyasaland

In 1953 the territories of Southern Rhodesia, Northern Rhodesia, and Nyasaland became the Federation of Rhodesia and Nyasaland. As a result existing legislation had to be revised, and this year a National Archives Act was passed by the Federal House of Assembly.

The name of the archival agency has been changed from Central African Archives to National Archives of Rhodesia and Nyasaland. Otherwise, the act in the main follows existing legislation. A clear distinction is made between archives and records and the act allows public access to archives — that is to say, material more than 30 years old that has been judged worthy of permanent preservation.

The address of the National Archives of Rhodesia and Nyasaland is P. O. Box 8043, Causeway, Salisbury, Southern Rhodesia. V. W. Hiller is Director.

ALABAMA

Marie Bankhead Owen, who directed the Alabama Department of Archives and History for 35 years and retired 3 years ago, died on Mar. 1, 1958, aged

89. Sister of the late U. S. Sen. John H. Bankhead and the late Speaker of the U. S. House of Representatives, William B. Bankhead, Mrs. Owen was the aunt of the actress Tallulah Bankhead, who was brought up in the Owen home in Montgomery. Mrs. Owen's historian husband, Thomas M. Owen, founded Alabama's State Archives Department in 1901 and headed it until his death in 1920, when she succeeded him. Their son, the late Thomas M. Owen, Jr., was one of the early employees of the National Archives in Washington.

CALIFORNIA

Part 1 of a much-needed guide to the manuscript collections of the Bancroft Library will soon go to press. The guide is the outcome of plans laid in 1948 and represents extensive collaboration by various members, past and present, of the manuscript staff.

Irving Rosenfeld, formerly an assistant archivist in Colorado's Division of State Archives and Public Records, has been appointed senior library assistant in the Department of Special Collections at the UCLA Library, Los Angeles.

COLORADO

The Denver Interagency Records Administration Conference held its fourth meeting of the 1957-58 season on Friday, Mar. 14, in the Bureau of Reclamation Auditorium, Denver Federal Center. Herbert E. Angel, Assistant Archivist of the United States, Records Management, discussed the economy of a good record program.

At a legislative seminar held in Denver, Feb. 14-15, for students of seven Colorado and Wyoming colleges, Dolores Renze, State Archivist, was a panelist. The seminar was sponsored by the Rocky Mountain Citizenship Clearing House and cosponsored by the Ford Foundation and Denver University.

Harry E. Carleno of Englewood, formerly record analyst on the staff of the Division of State Archives and Public Records, has been named deputy district attorney for Arapahoe County.

CONNECTICUT

An Associated Press despatch from Groton, Jan. 27, announced that a collection of letters, drawings, and other writings about the Confederate submarine *Hunley*, the first combat submersible in American experience, had been turned over to the commanding officer of the atomic-powered *Nautilus*. Eustace Williams of Van Nuys, Calif., assembled the materials, and Rear Adm. Frederick B. Warde, Atlantic Fleet submarine force commander, made the presentation. The ceremony took place at the Electric Boat Division of General Dynamics Corp., which built the *Nautilus*.

DISTRICT OF COLUMBIA

An original draft of Robert G. Ingersoll's "plumed knight" speech nominating James G. Blaine in 1876 has come to Georgetown University, which has an important collection of Blaine materials. The draft of the Ingersoll speech was among 200 Ingersoll papers given to the University by Isaac D. Levy, Philadelphia attorney and civic leader. According to the Washington *Sunday Star*, Mr. Levy valued his gift at \$50,000.

Sen. John Sherman Cooper, chairman of the Lincoln Sesquicentennial Commission, has chosen the following executive committee: Bertha S. Adkins, Conrad L. Wirth, Victor M. Birely, Ralph J. Bunche, Paul C. Reinert, F. J. Nimtz, and L. Quincy Mumford.

FLORIDA

The St. Augustine Historical Society is compiling a calendar of its Spanish materials. Charles W. Arnade of Florida State University assisted during the past summer on the initial work. The project will be carried forward by William B. Griffen, formerly of the University of Arizona and now assistant to the society's executive historian, John Griffin.

GEORGIA

Secretary of State Ben R. Fortson and Archivist Mary Givens Bryan have long been aware of Georgia's need for a new State Archives Building. A legislative committee, consisting of three representatives and two senators, appointed by the General Assembly last year to investigate the matter of safe housing for the archives, recommended construction of a fireproof modern building.

One of the peripheral duties of Mrs. Bryan each biennium is to compile the State of Georgia's *Official Register*. The latest volume runs to 1,053 printed pages.

John C. Bonner, archivist of the University of Georgia, contributed the sketch of William McIntosh in *Georgians in Profile; Historical Essays in Honor of Ellis Merton Coulter*, published by the University of Georgia Press, 1958. Dr. Coulter, though retiring from teaching at the university this year, will continue to edit in Athens the *Georgia Historical Quarterly* of the Georgia Historical Society, which has its headquarters and collections in Savannah and is directed by Lilla M. Hawes.

ILLINOIS

The committee on bibliography of the Reference Services Division of the American Library Association met in Chicago Jan. 28 under the chairmanship of Edwin B. Colburn of the H. W. Wilson Co. The committee hopes to extend its cooperation with various organizations to include national archival and manuscript societies.

KANSAS

On Feb. 27, when a luncheon was held at Abilene to begin the nationwide drive for funds to build an Eisenhower Presidential Library, contributions in the Abilene area already totaled more than \$25,000.

Letters, 1818-1906, originally held by the family of John S. Brown, pioneer Unitarian minister of Lawrence, are among an extensive manuscript collection recently deposited with the Kansas State Historical Society.

LOUISIANA

The seventh annual convention of the National Microfilm Association was held at New Orleans, Apr. 21-23. The program emphasized the newest developments in the field and was supplemented by a comprehensive exhibit of technical equipment and supplies.

An oral history project to record on tape interviews with survivors of the 1885-1917 period of jazz development in New Orleans is one of the undertakings jointly sponsored by the departments of history and of music at Tulane University, which has received a \$75,000 grant from the Ford Foundation for a 5-year search for records concerning the birth and growth of American jazz.

The Department of Archives and Manuscripts of Louisiana State University is arranging and packing its holdings of some two million items for removal in August to new quarters on the university campus. Every effort will be made to assist researchers during the late summer, but some collections may be inaccessible during the moving operations. Summer researchers who can arrange their visits to the department before the last week in July or after September 15 should experience no difficulty in using the collections.

MARYLAND

The following paragraph is quoted from the *Twenty-Second Annual Report of the Archivist of the Hall of Records* (1958):

For some years now the number of replacements in the Archival Division has remained at our all-time minimum. We have not been so fortunate, however, in our new Records Management Division. Since this program was initiated, in 1953, several large states have undertaken the care of current records as part of their archival program, and competition for the few trained individuals available has taken on an air of desperation. To make our problem even more difficult, American industry is actively recruiting its records officers from state and federal agencies. Last year we lost our Public Examiner, John T. Caton, to the new records management program of the State of Illinois and Thomas Wilds to the records division of Union Carbide and Carbon Corporation. Each man received an increase in salary of approximately \$2,000. Mr. Caton, who resigned December 25, 1956, was replaced the next day by Jackson S. Saunders of the University of Oklahoma Archives; and Mr. Wilds, who resigned October 26, 1956, was replaced February 6, 1957, by George W. Straubinger, Jr., formerly Librarian of the United States Senate.

MASSACHUSETTS

The fifth annual session of the institute on historical and archival management sponsored by Radcliffe College and the department of history of Harvard

University is being held at Cambridge, June 23-Aug. 1, 1958. The director is again Lester J. Cappon of the Institute of Early American History and Culture, Williamsburg, Va.

The records of a 19th-century concern, the Turners Falls Lumber Co., "one of the largest firms bringing spruce logs down the Connecticut River," are now available for research use at Baker Library, Harvard University.

The Roper Public Opinion Research Center was established on July 1, 1957, at Williams College. The raw materials of more than 600,000 interviews, dating from 1938, made for *Fortune* magazine and many American industries, will become available for research purposes there.

Archbishop Makarios of the Greek Orthodox Church in Cyprus has presented to the Boston University School of Theology, where he was a special student, 1946-48, a manuscript of certain chapters of the New Testament. The item, believed to date from the 10th century, came from the archives of the Greek Orthodox Archdiocese of Cyprus and is held to be one of the best of many thousand known Greek manuscripts.

MICHIGAN

Richard Ruddell of the Ford Motor Company Archives has been appointed to the Dearborn Library Commission.

Philip P. Mason, formerly of the Michigan Historical Commission Archives at Lansing, has been since Feb. 1 of this year Archivist of Wayne State University, Detroit 2. Dr. Mason is an assistant professor of history on the Wayne faculty, though he did not teach any courses during the spring semester. The university may soon offer a course in archival administration, to be supplemented by a one- or two-semester apprenticeship in the university archives.

MISSOURI

The Missouri Historical Society has acquired 20 items, 1826-41, pertaining to the famed naturalist John J. Audubon. Three of his autograph letters are in the lot.

Concordia Historical Institute, St. Louis, has received a collection of documents, books, and manuscripts that include some personal papers and other manuscripts of several 19th-century Lutheran leaders.

NEW YORK

On Mar. 26 fire of unknown origin broke out during a luncheon recess at the State Supreme Court Building at 60 Centre St., in downtown New York City. Nearly 30,000 legal papers and documentary items — litigation records for 1943, 1944, and 1945 — were burned or damaged. The losses occurred in a subbasement record room. Only for completed case files had microfilm duplicates been made and stored in an upstairs record room.

Robert A. Schiff, president of Naremc Services, Inc., 555 Fifth Ave., New York 17, announced on Apr. 11 that the firm was expanding its activity to offer

a wider range of services to both large and small business organizations. Previously a wholly owned subsidiary, Naremco now functions separately from the nonprofit National Records Management Council, though a close working relation remains. Mr. Shiff continues to be a member of the board of directors of the council, which in turn is represented on the Naremco board.

The John Pierpont Morgan Library, New York City, has come into possession of more than a hundred love letters written by Voltaire during the years 1742-50. The letters were not discovered until last year.

Former Gov. Thomas E. Dewey in 1955 deposited over a million of his personal papers in the University of Rochester Library. Since then he has added a quantity of speech material and correspondence, the latter dating as late as the summer of 1957. The collection is available for exploitation by properly qualified students who obtain written permission from Mr. Dewey.

On May 2 at White Plains, in the modern communication and record center of the Standard-Vacuum Oil Co., the Association of Records Executives and Administrators — AREA — met in its annual conference on record services for effective paperwork administration. Standard-Vacuum's record administrator, Maxwell S. McKnight, chairman of the conference, presented the story of the center, which was exhibited in operation. From the Esso Research and Engineering Co., the head of record management, T. J. Devlin, and the assistant director of the technical information division, G. W. Duncan, discussed information centers and information retrieval methods. J. E. Slater of the international affairs program of the Ford Foundation analyzed the possibility of applying the secretariat function, as known in public affairs, to business organization. Six workshop seminars, each with a chairman and an assistant chairman, were scheduled, as follows: *current filing*, Dorothy E. Knight, Lever Bros. Co., and Inez C. O'Brien, National Records Management Council; *manuals*, A. Albert Deter, Linde Co. division of Union Carbide Corp., and Roger Chappelka, American Telephone and Telegraph Co.; *record center operations*, Robert W. Humphrey, New York Stock Exchange, and John W. Travers, Radio Corp. of America; *record retention and scheduling*, William L. Rofes, Olin Mathieson Chemical Corp., and Vincent A. Nunziato, Chemical Corn Exchange Bank; *record systems and procedure analysis*, Alan G. Negus, Naremco, Inc., and William B. Warren, Port of New York Authority; *vital record protection*, Saul Citrone, International Business Machines Corp., and Charles R. Buell, Union Carbide Corp.

NORTH CAROLINA

H. G. Jones, State Archivist, has announced the completion, by personnel of North Carolina's Record Center, of an index to the North Carolina Confederate pension applications. The index is available in the search room of the Department of Archives and History at Raleigh.

Over two dozen officials from 23 different departments of the State government attended a correspondence management workshop, Feb. 3-7, in the Capitol. Instruction was conducted by A. K. Johnson, Jr., Chief of the Rec-

ords Management Division, National Archives and Records Service, GSA Region 4, Atlanta, Ga.

OHIO

A page of a minute book of the Bluecoat School of Wolverhampton, Staffordshire, England, whereon Button Gwinnett signed his name as a school trustee, Dec. 3, 1761, has been presented to Western Reserve Historical Society. Autograph signatures of Button Gwinnett, a Georgia signer of the Declaration of Independence, are extremely scarce and valuable.

OREGON

Since November the Oregon State Archives has been organizing and developing the record management program authorized by the 1957 legislature. By the middle of February the records of the State Treasurer had been surveyed, and schedules had been drafted for the retention or destruction of various series. State Archivist David C. Duniway reports the employment of Richard Dolph as record management analyst and Neil Riggs as archival assistant. A business administration graduate of the University of Washington, Mr. Dolph came from the staff of the Oregon Public Utilities Commission; Mr. Riggs, an American history graduate of the University of Oregon, formerly worked for the Bank of California. Their arrival facilitates the program, which extends to county as well as to State records. In succession to Eugene Javens, resigned, Margaret Keillor is now in charge of archival reference and catalog development.

Besides receiving the papers of five more lumber or timber companies, the Oregon Historical Society now has the records of the Western Forestry and Conservation Association, 1909-40.

PENNSYLVANIA

The American Philosophical Society's *Library Bulletin* for 1957 contains a progress report by Leonard W. Labaree and Whitfield J. Bell, Jr., on the editing of the papers of Benjamin Franklin, now under way at Yale University under the joint sponsorship of the society and the university. Of the 27,000 documents believed pertinent to the undertaking, the society in Philadelphia has about 16,000. Other institutions are reckoned to have these quantities: the Library of Congress, over 3,500; the National Archives, about 1,900; the Historical Society of Pennsylvania, more than 800; the Yale Library, more than 700; the Massachusetts Historical Society, about 600; the archives of the French Foreign Office, nearly 500; and the Harvard Library, about 300. Some 2,000 other items are scattered among smaller collections, including a collection of high quality at the Henry E. Huntington Library.

The Gordon Alward Hardwick, Jr., Memorial Fund has made it possible for the University of Pennsylvania Library to acquire 110 feet of literary papers of the novelist and critic James T. Farrell.

PUERTO RICO

Luis M. Rodríguez-Morales, the newly appointed Archivist General of Puerto Rico, Hector L. Vazquez, of the Puerto Rican Bureau of the Budget, and José Acarón Cabanellas, of the courts administration, Supreme Court of Puerto Rico, spent the months of February and March in the United States studying the archival and record management programs of the National Archives and Records Service. While most of their time was spent at the National Archives and in various Federal executive and judicial offices in Washington, all three officials visited the Maryland Hall of Records at Annapolis, and Sr. Rodríguez-Morales visited the Archives Division of the Virginia State Library at Richmond.

RHODE ISLAND

Thomas R. Adams has succeeded Lawrence C. Wroth as librarian of the John Carter Brown Library at Brown University. Having headed the library since 1923 and having been since 1932 research professor in American history, Mr. Wroth became librarian emeritus on June 30, 1957. A member of the Society of American Archivists, Mr. Wroth during his active career served also as director and president of the Providence Athenaeum, consultant to the Pierpont Morgan Library, and consultant to the Library of Congress.

TENNESSEE

Mrs. John Trotwood Moore, a charter member of the Society of American Archivists, died in Nashville on Aug. 2, 1957. Her husband, before his death in 1929, had served for a decade as State Librarian and Archivist of Tennessee. Mrs. Moore followed him in this post for two decades, 1929-49. She was corresponding secretary of the Tennessee Historical Society, 1937-50, a member of the Tennessee Historical Commission, 1940-56, and at the time of her death a commissioner emeritus.

TEXAS

The Letters of Antonio Martínez, Last Spanish Governor of Texas, 1817-1822, translated and edited by State Archivist Virginia H. Taylor, were published in Jan. 1958 in a single volume of 368 pages. Previously, in outline form, they had appeared in eight issues of the *Southwestern Historical Quarterly*, 1956-57. The new book can be had from the Texas State Archives, Camp Hubbard, Austin, for \$6. For the same price a copy of *Texas Treasury Papers*, vol. 4, published in 1956, can be procured.

UTAH

The 1958 annual meeting of the Society of American Archivists will convene at Salt Lake City, Aug. 17-20. This gathering date, much earlier than usual, will afford better touring conditions for those members of the society who wish to explore the mountain regions of the West.

Robert B. Barker of Kaysville, Utah, has been promoted from Assistant Director to Director of the Naval Records Management Center, Clearfield, Ogden, Utah.

VERMONT

This tribute to good neighborliness is taken from the Mar. 1958 *News and Notes* of the Vermont Historical Society:

When the Connecticut State Library discovers material not within the purview of its collection policy, it seeks an appropriate repository for such items. We have just received from our Connecticut neighbor the following: Account Book of Henry Tolles, Weathersfield, Vermont, 1797-1829. On another occasion that library gave us the Account Book of E. Wing Parker of Dryden, Massachusetts, and Brattleboro, Vermont, along with ancient catalogs from Middlebury College and Norwich University.

VIRGINIA

Eugenia D. Lejeune, who spent 8 years in Lexington when her father, the late Lt. Gen. John A. Lejeune, U. S. M. C., was superintendent at the Virginia Military Institute, has been appointed librarian of the George C. Marshall Research Center being established there. During World War II Miss Lejeune, a major in the Marine Corps Women's Reserve, had charge of the Record Section and Military Library at the Marine Corps Schools, Quantico.

WISCONSIN

The State Historical Society is establishing what has been called the first mass-communication history center in the United States. The idea developed from a gift to the society by commentator Hans V. Kaltenborn of several boxes of manuscripts and fan mail. In 2 years the Kaltenborn coverage was increased to some 200 boxes of material, illustrating some 30 years of his career. The society is now collecting or soliciting similar material from other well-known journalists and commentators. Papers have already been received from Joseph C. Harsch, C. E. Butterfield, and Louis Lochner; and the future promises to bring papers from many others in the same field.

WYOMING

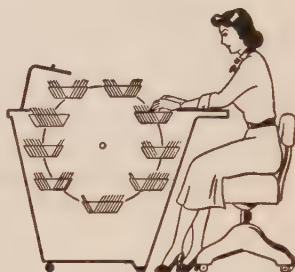
The Buffalo Bill Memorial Association is constructing a new fireproof building in Cody, in the northwestern corner of the State a few miles from Yellowstone National Park, to house the entire studio collection of the artist Frederic Remington. Acquired through the assistance of the Coe Foundation, the varied materials include 110 valuable Remington sketches and studies.

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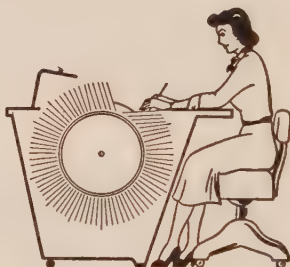


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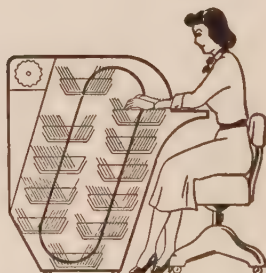


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The Hoover Commissions and Federal Recordkeeping

By ROBERT W. KRAUSKOPF¹

National Archives

IN the annals of public administration in the United States the position of the two Hoover Commissions is not unique. They were only the latest in a long series of commissions set up to find ways of improving the organization of the executive branch of the Government. They did, however, have more popular support and greater success in the achievement of their objectives than any of their predecessors.

The earliest of the modern attempts to reorganize the executive branch was undertaken by the Cockrell Committee, created by the Senate, which from 1887 to 1889 made a study of business methods in the executive departments. A few years later came the Dockery-Cockrell Commission, established jointly by the House of Representatives and the Senate to look into the functioning of the executive departments, other Federal agencies, and the laws under which they worked. This was followed by the Keep Commission, acting for the President, which from 1905 to 1909 investigated departmental methods. President Taft, in 1910, acting with congressional authorization, created the President's Commission on Economy and Efficiency, which functioned until 1913.² In 1921 the House and the Senate sponsored a Joint Committee on Reorganization of Government Departments and passed the important Budget and Accounting Act. Once again, in 1936-37, two committees operated in the same area, the Byrd Committee for the Senate and the President's Committee on Administrative Management, headed by Louis Brownlow.

During the New Deal era one of the main reorganization efforts was to reduce the large and increasing number of independent agencies that reported directly to the President. President Roosevelt, with congressional authorization, made a number of consolida-

¹ Mr. Krauskopf is Archivist in Charge of the Air Force and Modern Army Branch of the National Archives. His paper was read at a staff seminar of the National Archives on September 18, 1957.

² These four earlier investigations have been the subject of articles in the *American Archivist*, 21: 159-192, 277-303 (Apr., July, 1958).

tions of such agencies. Several of them, under the act of April 3, 1939, were transferred to the permanent departments or merged with larger agencies, such as the Federal Security Administration and Federal Works Administration; others were grouped in the new Executive Office of the President.

All the special investigative bodies mentioned above performed important work and made constructive recommendations to Congress or the President. Yet for the most part they were not outstandingly successful in achieving their aims. There were several reasons for this. Some of the commissions were partisan in the political sense; others were so completely creatures of Congress that their findings were not received sympathetically in the executive branch; still others were sponsored purely by the executive branch and failed of approval by Congress. Over and above these shortcomings there was the inherent opposition of bureaucratic "pressure groups" with a vested interest in maintaining the *status quo*.

In the course of their work several of these commissions before 1912 made important recommendations concerning the record-keeping practices of Government departments. After 1912 no governmentwide investigations of recordkeeping were made until the mid-1930's, when the long-awaited National Archives had been established and had begun to make its influence felt in this field.

The first governmentwide survey of Federal records carried out by the National Archives, in 1935-37, revealed chaotic recordkeeping methods in many agencies, both permanent and temporary. Records had been created without restraint and with no attempt to follow uniform and consistent filing patterns, to eliminate duplication, or to consolidate and systematize. Overall planning and supervision were sadly lacking.³ Perplexing problems therefore faced the National Archives when it tried to carry out its basic task of selecting the records considered worthy of permanent retention and reporting all others to Congress for disposal.

It seemed clear that, in order to keep such problems from continuing to plague the National Archives indefinitely, corrective measures had to be taken. The higher administrative levels of agencies and departments had to be induced to interest themselves in efficient record management.

The advent of World War II redoubled the need for effective record management programs, as emergency agencies again began to proliferate and to create voluminous records, with no organized plan of disposition and no restraint upon quantity. In this difficult

³ Oliver W. Holmes, "The National Archives at a Turn in the Road," in *American Archivist*, 12: 344 (Oct. 1949).

situation the National Archives abandoned the traditionally conservative and passive attitude of archival institutions and plunged into the field of current record administration. As the central agency with major responsibility for the welfare of Government records, it took the initiative in encouraging and collaborating with other agencies in the establishment of record administration programs. Agencies were given advice and assistance by the National Archives to the full extent of its resources, and many of them staffed their record management units with personnel trained in the Archives.⁴

Records accumulated at a greatly accelerated rate during the war years. The need to keep this accumulation from becoming unmanageable put the initial emphasis of most agency record administration programs on record disposition. In some of the larger agencies it was found that the establishment of intermediate record depositories, or record centers, using low-cost space and equipment, provided an efficient system for storing and servicing inactive records and those not needed for permanent documentation of the agency's work.⁵

The National Archives, for its part, endeavored to simplify record disposal procedures. To this end it devised the record disposal schedule, the use of which was authorized by legislation passed by Congress in 1943. An outgrowth of this device, the general schedule, was authorized in 1945 by an amendment to the Records Disposal Act.⁶ The use of scheduling procedures and the employment of record management techniques in the war agencies facilitated the orderly retirement of vast quantities of wartime records.

The importance of the record management field was recognized by Executive Order 9784 of September 25, 1946, which required all agencies of the executive branch to conduct "active continuing programs for the effective management and disposition" of their records. This order gave recognition and increased authority to the activities of the National Archives in the field of record management. But it also recognized the similar interests of the Bureau of the Budget, and it placed primary responsibility for such programs on the individual agencies themselves. It did not, therefore, help to centralize and strengthen responsibility for the record management function. Many agencies tried to comply with the order, but many others failed to do so or gave only token compliance.⁷

⁴ *Fifteenth Annual Report of the Archivist of the United States*, 1948-49, p. 1.

⁵ The average annual rate of increase was 1 million cubic feet. *Report of the Archivist*, 1948-49, p. 1, 3.

⁶ *Report of the Archivist*, 1948-49, p. 2; 1947-48, p. 4.

⁷ *Report of the Archivist*, 1947-48, p. 7; Commission on Organization of the Executive Branch of the Government, *Task Force Report on Records Management*, p. 31 (Washington, 1949), hereafter cited as *First Task Force Report*.

THE FIRST HOOVER COMMISSION

Soon after World War II it was felt in many quarters that a new effort should be made to rationalize the organization of the Federal Government, particularly the executive branch. Since the activities of the Government, for various reasons, showed no sign of shrinking to their pre-1939 levels and annual budgets remained very large, almost the only hope of effecting economies lay in the promotion of greater efficiency in the operations of the Government through a reshaping of its organizational structure.

On July 7, 1947, President Truman approved the Lodge-Brown Act, unanimously passed by the Eightieth Congress, which established a Commission on the Organization of the Executive Branch of the Government. The Commission's assignment was far reaching. It was authorized to study and investigate the existing organization and methods of operation of all departments, bureaus, agencies, offices, and other instrumentalities of the executive branch to determine what changes were necessary, in its opinion, to stimulate economy, efficiency, and improved service in the transaction of public business. Its aims were, in brief, to try to limit expenditures to the least amount consistent with the efficient performance of essential services and functions, to eliminate duplication and overlapping of activities, and to consolidate services and activities of a similar nature. The Commission was to report, not to the Eightieth Congress, but to the Eighty-first, thus putting its findings as much as possible outside the area of current political debate.⁸

Having in mind the weaknesses of earlier commissions on reorganization, the framers of this act strove to give it a broad, bipartisan basis of support. The Commission consisted of 12 members — named by the President, the President *pro tem* of the Senate, and the Speaker of the House. Each of these was required to name two men from public and two from private life, and none of these pairs could be from only one of the major political parties. The resultant membership was equally divided, therefore, between Government officials and private citizens and equally divided on party lines.⁹

President Truman presided at the first meeting of the Commission, held at the White House on September 29, 1947, until the Commission elected its own officials. Former President Hoover, who had been appointed by Speaker Martin, was elected chairman,

⁸ 61 Stat. 246.

⁹ Neil MacNeil and Harold W. Metz, *The Hoover Report, 1953-1955*, p. 9 (New York, 1956).

and Dean Acheson Vice-Chairman.¹⁰ Sidney A. Mitchell was chosen Executive Director. To finance its operations, the Commission obtained an appropriation of about \$1,900,000 from Congress.¹¹

The Commission adopted a new technique in its fact-gathering work. It set up some 24 research groups, which it called task forces, to explore almost every field of governmental activity. To serve in the task forces it selected more than 300 outstanding experts in the various technical fields studied, most of whom served without compensation. Once organized, the task forces were given general "guide lines" to follow and instructed to proceed independently in their researches.¹²

The administration of Government records was not one of the items on the original agenda of the Commission,¹³ but the possibility of having it deal with that problem soon suggested itself to a number of people. Emmett J. Leahy, executive director of the National Records Management Council and a former member of the National Archives staff, was the first to recognize the opportunity; and, as early as the beginning of January 1948, he discussed with the Commission's staff the ways in which economies could be introduced into the handling of Government records.¹⁴ Before the end of the month he had submitted a detailed proposal to the Commission outlining the scope of the record management problem in the Federal Government as he saw it and suggesting ways and means to deal with it.¹⁵

Early in March 1948 the Assistant Archivist of the United States, Wayne C. Grover, also wrote the Commission. He likewise stressed

¹⁰ Citizens Committee for the Hoover Report, *Status of the Hoover Report, 1949-1953*, 1:4 (Washington, 1953). Mr. Hoover's interest in the reorganization of the Federal Government can be traced back almost three decades. As early as 1919 he expressed himself in favor of a "rigorous reorganization of [Federal] . . . administrative machinery," which he thought could be accomplished by an extragovernmental group of public-spirited citizens organized for the purpose. Hoover to Judge William A. Glasgow, Paris, Apr. 12, 1919, in Records of the Sugar Equalization Board, Record Group 6, National Archives. Hereafter the symbol RG is used for Record Group and NA for National Archives.

¹¹ *Status, Hoover Report*, 1:4. The Commission, fittingly, ended with a small surplus, which was returned to the Treasury.

¹² *Status, Hoover Report*, 1:4.

¹³ Twenty-one of the eventual 24 task forces were set up before the Commission decided to study Federal records. Ray Harvey and others, *Achievements in Federal Reorganization*, p. 10 (Washington, Citizens Committee for the Hoover Report, 1955).

¹⁴ Herbert J. Miller, memorandum for files, Jan. 6, 1947 [sic], in Executive Director's files—Correspondence, Records of the Commission on Organization of the Executive Branch of the Government, 1947-49, RG 264, NA (hereafter cited as First Hoover Commission files, RG 264, NA).

¹⁵ Leahy to Herbert J. Miller, undated 7-page memorandum in folder "Records Management—Misc. 1," box 89, First Hoover Commission files, RG 264, NA.

the possibility of achieving significant savings in this field and proposed that a record management task force resolve the following main questions:

1. Where did staff responsibility for record management lie in the Federal Government?
2. What were the respective responsibilities of staff agencies and of the operating agencies?
3. Should there be a new General Records Act?
4. What was the proper role of the intermediate record storage center?¹⁶

It was believed at the National Archives that a study of these questions would draw attention to the problem and perhaps lead to some sound suggestions for future action. It was not supposed that it would really have much other practical effect.¹⁷

The outcome of these proposals was that the Hoover Commission on April 12, 1948, entered into a contract with the National Records Management Council whereby the latter agreed to make a "task force" study of the record management problems of the Federal Government.¹⁸ Mr. Leahy himself directed the work of the task force; and associated with him as expert consultants were Herbert E. Angel, Director of Office Methods, Navy Department; Edward B. Wilber, of the Department of State; Dr. Grover, Acting Archivist of the United States; and Frank M. Root, Archivist of the Westinghouse Electric Corp.¹⁹

The records of the task force contain minutes of only one meeting. This first meeting was held shortly after the contract was made, and it resulted in tentative recommendations favoring a new Public Records Act and the establishment of a Federal record center. It is known that later meetings of the task force were held, on an informal basis, with the results of the discussions not recorded. The writing of the task force report was undertaken by Mr. Leahy himself; it embodied his own views and was expressed in his own lan-

¹⁶ Pearson Winslow, memorandum, Mar. 12, 1948, in folder "Records Management," box 62, First Hoover Commission files, RG 264, NA.

¹⁷ Holmes, in *American Archivist*, 12: 347; Wayne C. Grover, "Recent Developments in Federal Archival Activities," *ibid.*, 14: 8 (Jan. 1951).

¹⁸ Folder, "Records Management—Progress," box 89, First Hoover Commission files, RG 264, NA. The contractor's fee was \$8,250.

¹⁹ Mr. Leahy, after serving on the staff of the National Archives, had transferred during World War II to the Navy Department, where he was responsible for setting up a large and successful record management program and became Director of Office Methods. Subsequently he was head of the microfilm division of Remington Rand. In 1948 he became executive director of the National Records Management Council, a nonprofit organization sponsored by the Social Science Research Council. Dr. Grover, upon his appointment as Archivist of the United States in June 1948, relinquished his post on the task force to Robert H. Bahmer, Assistant Archivist of the United States.

guage, but all members of the task force concurred in its major points.²⁰

Task Force Report on Record Management

The completed report of the Records Management Task Force was submitted by Mr. Leahy to the Commission on October 14, 1948.²¹ The Leahy Report, as it came to be known, first drew attention to the magnitude of the Federal record problem, citing the fantastic quantities of records being created and maintained, the essential causes of this condition, and the excessive burden that the cost of these operations imposed on the taxpayer. Its estimates indicated that there were about 18½ million cubic feet of Federal records in existence and that the Government spent more than \$1,200,000,000 annually on recordmaking and recordkeeping.²²

Then followed Mr. Leahy's recommendations — partly organizational and partly legislative — for the solution of the problem.²³ In summary, these were:

1. That a new bureau, to be known as the Federal Records Administration, be created, incorporating the existing National Archives establishment and existing noncurrent record depositories of the Department of Defense and other agencies, and having the responsibility of establishing and operating Federal record centers and developing and promoting improvements and economies in current recordkeeping on a governmentwide scale.

2. That a "Federal Records Management Act" be passed to give comprehensive legal authority for the creation, preservation, management, and disposal of the records of the United States Government.

3. That a qualified record management officer be appointed in each department and agency to administer a "minimum" record program, which would be subject to a degree of regulation and standardization by the new Federal Records Administration.

The report went on to justify these recommendations with detailed arguments and a wealth of statistics and to present estimates of the savings that might reasonably be expected if the various recommendations were put into effect. It concluded with a draft of a proposed bill for a Federal Records Administration Act to fulfill the second of its major recommendations.

One of the outstanding and pressing needs of the moment, as Mr. Leahy saw it, although he did not refer to it specifically in the task

²⁰ Folder "Minutes," box 89, First Hoover Commission files, RG 264, NA; interview with Robert H. Bahmer.

²¹ Leahy to Sidney Mitchell, Oct. 15, 1948, in folder "Records Management," box 62, First Hoover Commission files, RG 264, NA.

²² *First Task Force Report*, p. 2, 4.

²³ *First Task Force Report*, p. 7-12.

force report, was the need to integrate the record management programs of the three military departments. Unification of the services had been accompanied by the creation of the Department of the Air Force, and Leahy believed it imperative that the Air Force should be forestalled from breaking away from the Army to set up its own record facilities, creating three programs where two had been before. He believed that the ultimate success of the Commission's record management program might depend on effective coordination in this field, because of its sheer size and the large number of record facilities already in operation. With Department of Defense assistance, he believed that the Hoover Commission could, without legislation, achieve such a unified program before making its report to Congress. It could thus point with pride to this accomplishment, which would add great weight to the Commission's overall record management proposals.²⁴ The Commission appears to have felt, however, that it could not, or should not, exert such pressure as Mr. Leahy proposed. Nothing in its files suggests that it tried to interfere with the Department of Defense or the Department of the Air Force in their record administration activities.

The Hoover Commission did not consider itself bound by the recommendations of its task forces. Its job was to work them, or such parts of them as it found useful, into an orderly pattern of reorganization for the executive branch as a whole. To avoid political repercussions, all of its findings were kept secret until after the presidential election of 1948.²⁵ It was not until November 11, 1948, that Mr. Hoover in a press conference outlined some of the preliminary findings of the Commission. Public release of the task force reports began in late November and December of 1948; that of the Leahy group was published in January 1949.

It appears that the Leahy Report's strong emphasis on the proposed Federal Records Administration as a service agency led the Hoover Commission logically to associate it with other general service and housekeeping agencies of the Government. Consequently, it dealt with the Leahy recommendations in its report on an Office of General Services, which it submitted to Congress on February 12, 1949. In this document it accepted most of the language of the three basic recommendations of the task force. It went one step further, however, and advocated incorporating the Federal Records Administration (or "Records Management Bureau," in its terminology) in the new Office of General Services, which it envisaged as

²⁴ Leahy to Sidney Mitchell, June 10, 1948, and to Pearson Winslow, July 12, 1948, in folder "Records Management," box 62, First Hoover Commission files, RG 264, NA.

²⁵ *Status, Hoover Report*, 1: 132.

an agency to handle matters of plant, equipment, supplies, and the like for the Government as a whole.

The unanimous acceptance of the Leahy task force proposals appeared to bode well for them. Unlike the reports of some of the other task forces, which evoked all sorts of minority opinions from Commission members, there was no dissent from the report of the task force on record management. Agreeably impressed by this attitude, Mr. Leahy expressed his gratification and that of the National Records Management Council to Mr. Hoover and added the hope that Congress would give his handiwork an equally good reception. To help along its prospects Leahy promised to do his best, with the assistance of his organization, to rally support for the Commission's recommendations. This would be beyond the requirements of his contract but "distinctly in the public interest."²⁶

On June 12, 1949, the Commission disbanded, leaving to Congress the responsibility for carrying its recommendations into effect as it saw fit.

The Leahy Report was anything but perfect. From the very moment of its appearance it became a subject of controversy, some quite heated, among the professionals in the fields of record administration and archives. About the only thing on which all sides could see eye to eye was Mr. Leahy's statement of the basic problem and his emphasis upon its magnitude and importance. Everyone recognized that there was a need to coordinate the management of the great and growing quantities of Federal records and to develop programs that would effect improvement and economy in record management. Whether the solution proposed by Mr. Leahy was the best method of achieving these ends was, however, open to question.

The report had many shortcomings in style and form. Its pattern of organization, calling for the discussion of each recommendation in at least three separate places, resulted in much duplication and overlapping. Furthermore, it made very heavy use of statistical data on the costs of personnel, space, and equipment, the volume of records accumulated, and the like; but it offered no explanation of how the statistics were gathered or estimated.

The report was also criticized for its relatively narrow scope. It concentrated on quantitative problems and physical matters, such as warehouse space for the storage of noncurrent records, types of filing cabinets and their most efficient utilization, file-room space and layout, and laborsaving equipment. All of these related only

²⁶ Leahy to Herbert Hoover, Mar. 8, 1949, and to Sidney Mitchell, June 16, 1949, in folder "Records Management," box 62, First Hoover Commission files, RG 264, NA.

to the physical handling and control of records and to managerial and clerical techniques. These matters, needless to say, represented important cost-reduction factors — the phase of record administration that demanded most immediate attention. But the problem really began with the creation and use of records, with their quality and content, the quality of record personnel, and the need for more effective recordmaking. These aspects were scarcely touched upon by the report. Such a one-sided emphasis, therefore, tended to give a distorted picture of the function of record administration in the Federal Government.²⁷

The report, moreover, was not basically creative but rather promotional. As its critics pointed out, it merely took certain established principles and techniques of record management, developed and practiced by the National Archives and the major executive departments over a number of years, and proposed that they be applied more comprehensively and under centralized authority. Mr. Leahy presented his case in such a way as to imply that if this were done immediate and tangible savings were sure to result. The report was a vehicle for dramatizing the problem and Mr. Leahy's own specific solution. It was a so-called "action" document, intended more to "sell" the Hoover Commission on Mr. Leahy's idea than to study the problem objectively and impartially.²⁸

The reports, both Mr. Leahy's and the Commission's, aimed at centralization of record management activities. This was in striking contrast to the reports on other management problems (such as personnel management, procurement, and auditing), all of which strongly recommended the greatest possible *decentralization* of responsibility for the conduct of these activities. There were serious doubts whether recordkeeping, record using, and record retirement activities of the departments and agencies could be centrally directed and controlled in the same way that the use of common items of supply or units of space could be. Some observers thought it unwise to put a great deal of responsibility for the management of all current and semicurrent records in the hands of an "overall" agency having no responsibility for the execution of the substantive programs from which the records were derived.²⁹

²⁷ John D. Millett to Sidney Mitchell, Oct. 26, 1948, in folder "Records Management — Misc. 1," box 89, First Hoover Commission files, RG 264, NA; Comments of Helen Chatfield, Dec. 17, 1948, in case file 049-106, part 1, Records of the National Archives and Records Service, RG 64, NA.

²⁸ Interagency Records Administration Conference, *The Report of the Hoover Commission on Records Management* (Report of meeting of Mar. 18, 1949), p. 3.

²⁹ Comments by Director, Roosevelt Library [Herman Kahn]; Robert H. Bahmer to Senator McClellan, June 28, 1949 — both in case file 049-106, part 2, RG 64, NA.

The report also drew criticism because it failed to suggest any alternatives to its proposed solution. It stated categorically that the proposed Federal Records Administration was "the only practical and operationally sound organization" to do the job.³⁰ Nor was there any alternative provision in case the Federal Records Administration did not become a component of the Department of General Administration or Office of General Services.³¹ It was not long, indeed, before alternatives were suggested, particularly by members of the National Archives staff. One suggestion proposed the setting up of a separate Federal Records Administration to manage the record administration program and the record centers but not the National Archives, which would remain unchanged in status. Another envisaged the enlargement of the Archivist's duties to include those of the proposed Federal Records Administrator, in the hope that this would ensure the continued dominance of the archival rather than the managerial and clerical point of view.³²

The question of the most appropriate organization for implementing Mr. Leahy's recommendations was indeed serious, particularly to the National Archives; for the future of the agency was intimately bound up with the decisions to be taken in that regard. Within the National Archives there were many conflicting opinions as to the proper course of action. There was fear that the incorporation of the National Archives in a Federal Records Administration would make it a passive institution, merely keeping and rendering service on such records as others decided it should have. In such conditions the cultural side of its work would be likely to suffer at the expense of its service functions.³³ Conversely, if it should succeed in retaining its independent status, its cultural activities would become predominant but it would lose much of its influence and responsibility in the record administration field.³⁴

The first formal statement of opinion by the National Archives followed the line that any desirable centralized control of record management activities could best be performed within the framework of the National Archives. This view was expressed by the Archivist of the United States to Mr. Hoover in a letter of January 28, 1949, which commented only on the Leahy Report (the Com-

³⁰ *First Task Force Report*, p. 6.

³¹ John D. Millett to Sidney Mitchell, Oct. 26, 1948, in folder "Records Management—Misc. 1," box 89, First Hoover Commission files, RG 264, NA.

³² Comments by Oliver W. Holmes and Collas Harris, in case file 049-106, RG 64, NA.

³³ Comments by Holmes, in case file 049-106, RG 64, NA.

³⁴ Résumé of discussion at the Archivist's Conference of Mar. 8, 1949, in case file 049-106, RG 64, NA.

mission's report on the Office of General Services had not yet been released).³⁵ Dr. Grover concurred in the other "valuable recommendations" of the task force but thought that the proposal for a Federal Records Administration was of questionable merit. Adding a new agency would only serve to confuse the issue in Congress. The desired objectives, he thought, could be attained by strengthening the National Archives Act to give that agency statutory authority to pursue the program that Mr. Leahy had suggested. The National Archives, he assured Mr. Hoover, was adaptable enough to take over record management activities and had the added advantage of being a "going" organization, with experience in the field.

On March 1, 1949, the President asked all affected departments and agencies for their comments and any recommendations they wished to make in connection with the reports of the Hoover Commission thus far presented to Congress. The Archivist of the United States gave his reply through the Director of the Bureau of the Budget on March 21, in a long, carefully reasoned statement that was in effect a final, comprehensive argument for the continued independence of the National Archives.³⁶ In a number of ways the statement was a more cautious and conservative document than the letter to Mr. Hoover, envisaging a less ambitious role for the National Archives in the record management field. It opposed both the erection of a Records Management Bureau and the inclusion of the National Archives in an Office of General Services. The National Archives, in Dr. Grover's opinion, ought not to be regarded as a housekeeping service of the type proposed for inclusion in the new agency. The statement favored a new Records Management Act that would provide for more effective record programs in the departments and agencies. It stressed the need for developing these separate programs rather than for central direction and control. Such central direction and control as were necessary, the Archivist now thought, should be exercised by the Bureau of the Budget, with only technical assistance from the National Archives. With regard to record centers, Dr. Grover saw nothing to be gained by transferring existing departmental centers to a central agency. He did, however, recommend the establishment of a single Federal record center in the Washington area, to serve as a depository for agencies in that area that lacked such facilities.

³⁵ Folder "Records Management," box 62, First Hoover Commission files, RG 264, NA.

³⁶ Case file 049-106, RG 64, NA.

Legislative Results

Events now began to move in the legislative field. In each house of Congress bills were introduced to carry into effect various recommendations of the Hoover Commission, and there was strong pressure for action at the session then in progress. Under the circumstances the administration decided to give priority to the proposal for an Office of General Services, one of the main Hoover Commission recommendations that seemed likely to gain general acceptance.³⁷

A bill on improved property management, which had been under consideration by a House committee for some time, was modified to incorporate the general recommendations of the relevant Hoover Commission report. This bill, without provision for a Bureau of Records Management, passed the House on June 8, 1949, and went to the Senate.³⁸ The National Archives was asked by the Senate Committee on Expenditures in the Executive Department for information in connection with its version of the bill. This the National Archives supplied in a comprehensive, carefully prepared statement on June 28.³⁹ The statement again discussed the Leahy Report and the related Hoover Commission report. Most of the views expressed by the Archivist 3 months before were reiterated, but there was one significant exception. Instead of suggesting central direction of record management activities by the Bureau of the Budget, the National Archives now went back to its original recommendation to Mr. Hoover that such direction should be given by new organizational units within the framework of the National Archives.

Whether this letter had any influence on the deliberations of either the Committee or the whole Senate is doubtful. Time was short, for the new act was needed to replace existing legislation due to expire at the end of the fiscal year. After rather perfunctory consideration and no hearings, the bill was passed on June 30, 1949. The Federal Property and Administrative Services Act of 1949,⁴⁰ as it was known, created the new General Services Administration, to which it assigned, along with other hitherto independent agencies, the National Archives. With some few exceptions, the act transferred the functions of the Archivist of the United States to the Administrator of General Services. On December 11, 1949, the National Archives Establishment ceased to exist and became, by

³⁷ Holmes, in *American Archivist*, 12: 349.

³⁸ Holmes, in *American Archivist*, 12: 349.

³⁹ Robert H. Bahmer to Senator McClellan, in case file 049-106, part 2, RG 64, NA.

⁴⁰ 63 Stat. 377.

order of the Administrator, Jess Larson, the National Archives and Records Service.⁴¹

The Federal Property and Administrative Services Act resolved only some of the outstanding questions. It was not intended to be more than an administrative stopgap, and it remained for later legislation to define in specific terms the responsibilities of the General Services Administration and other Federal agencies in the record management field. To accomplish this purpose, several bills were introduced in both houses of Congress during the spring of 1950. From these emerged the Federal Records Act of 1950, passed unanimously by both House and Senate, and approved by President Truman on September 5.⁴²

This statute, superseding the National Archives Act of 1934, was the first Federal statute to define record management. It used the broad terms recommended by the Leahy Report, which covered not only record retirement but record creation and maintenance as well. Under the new act the Administrator of General Services was made responsible for improving standards, procedures, and techniques with respect to the creation of records; the organization, maintenance, and use of current records; and the disposition of records no longer needed for current operations. He was also, in accordance with the Hoover Commission recommendations, specifically authorized to establish and operate record centers.⁴³

Although the act, like other recent legislation, assigned all duties and responsibilities to the head of the agency, it assumed that he would delegate them to his best qualified assistants. This the Administrator did in September 1950, delegating to the Archivist of the United States all functions pertaining to archives and records that were assigned to the Administrator by the Administrative Services Act of 1949, the Federal Records Act of 1950, and the Records Disposal Act of 1943.⁴⁴

Heads of agencies were directed by the act of 1950 to make and preserve adequate records of the organization, functions, policies, decisions, procedures, and essential transactions of their agencies, such as those needed to protect the legal and financial rights of the

⁴¹ GSA Administrative Order No. 27, Dec. 1, 1949.

⁴² 64 Stat. 583.

⁴³ General Services Administration, *Annual Report of the National Archives and Records Service for the Year Ending June 30, 1951*, p. 7, hereafter cited as NARS, *Annual Report . . . 1951*. Existing agency record centers, it should be noted, were not transferred to GSA. Agencies that could show that economy and efficiency were best served by operating their own centers were allowed to do so. See 64 Stat. 586.

⁴⁴ Herbert E. Angel, "Federal Records Management Since the Hoover Commission Report," in *American Archivist*, 16:14 (Jan. 1953).

Government and of persons directly affected by the activities of the agencies. They were also required to establish and maintain effective record management programs to ensure proper control of the creation of records, efficient management of current records, and the prompt and orderly retirement of records no longer needed.⁴⁵

With the legislative recommendation of the Leahy Task Force thus substantially carried out, attention was turned again to the first of its recommendations, that covering a central staff agency for planning and conducting a record management program on a governmentwide basis. The idea of a separate agency having been eliminated, the alternative of working within the framework of the National Archives, now the National Archives and Records Service, was of necessity followed. In December 1949 a Records Management Division was formally established within the National Archives and Records Service. In September 1950, a Records Management Service was established in each of the 10 GSA regions to spread the program to Government agencies in the field. As funds became available, these organizational elements were gradually staffed and began to function along the lines recommended by the Hoover Commission.⁴⁶

Applying itself first to the urgent task of providing more economical storage for noncurrent records, the National Archives and Records Service, by June 30, 1952, had established nine Federal record centers throughout the country, to which Federal agencies were able to transfer nearly 1,500,000 cubic feet of records, thus releasing substantial amounts of office space and filing equipment for other use.⁴⁷ At the same time the Service did not neglect other aspects of its assigned functions. As funds and personnel were provided, it proceeded to draft and issue regulations on record management and an entire new set of general record schedules to facilitate record disposal procedures.⁴⁸ It carried out survey and assistance projects to help agencies develop or revise their record programs. With the benefit of this technical advice, Federal agencies were able to report 95 percent of their records covered by record retirement schedules by June 30, 1954. At the end of the fiscal year 1954 the Records Management Division reported that the volume of Federal records in existence had declined from 25,300,000 cubic feet to 24,700,000 cubic feet, thus at last reversing the long-established trend toward ever larger accumulations. During that

⁴⁵ NARS, *Annual Report . . . 1951*, p. 8.

⁴⁶ Angel, in *American Archivist*, 16: 15.

⁴⁷ Angel, in *American Archivist*, 16: 18-19.

⁴⁸ Angel, in *American Archivist*, 16: 15-17.

fiscal year the Federal Government created 2,900,000 cubic feet of records but 3,500,000 cubic feet were destroyed.⁴⁹

The Task Force on Records Management had estimated that annual savings of \$32,000,000 or more could be realized within 2 years of the adoption of its recommendations.⁵⁰ It was estimated that in the fiscal year 1952-53 the actual savings achieved by the record management operations of the General Services Administration were \$34,170,000.⁵¹

THE SECOND HOOVER COMMISSION

The first Hoover Commission made 273 distinct recommendations for reorganizing the Government. As far as can be determined, about 72 percent of these were adopted either through administrative action or through legislation. This is by far the best record made in any of the attempts to reorganize the Federal Government. Had governmental affairs continued on a relatively normal course, the effect of these changes could doubtless have been more readily discernible and more easily measured, both in heightened efficiency and in some tangible reduction of Federal expenditures. Unfortunately, soon after the Commission ended its work, fighting broke out in Korea. This had the effect of increasing the Government's activity and almost doubling the Federal budget, which rose from \$40 billions to \$70 billions.⁵²

The Korean war made old problems more complicated and produced its share of new ones. The Government, especially the Department of Defense, expanded to meet the emergency. Bureaucracy seemed again to be growing unchecked. The annual rate of increase of Federal records rose quickly to well over 3 million cubic feet.⁵³

After the cessation of hostilities, responsible leadership of both the legislative and the executive branches realized that some effort should be made to bring the pendulum back in the direction of economy and efficiency. It also recognized that in 4 years' time some functions of the Government had inevitably changed. Services had expanded, decreased, or altered; the administrative structure of the executive branch had undergone certain modifications. Moreover, many agencies and many areas of governmental activity had not

⁴⁹ NARS, *Annual Report . . . 1954*, p. 6.

⁵⁰ *First Task Force Report*, p. 39.

⁵¹ Commission on Organization of the Executive Branch of the Government, *Task Force on Paperwork Management; Part I—In the United States Government*, p. 11 (Washington, 1955), hereafter cited as *Second Task Force Report*, part 1.

⁵² James W. Fesler, "Administrative Literature and the Second Hoover Commission Reports," in *American Political Science Review*, 51:147 (Mar. 1957).

⁵³ NARS, *Annual Report . . . 1952*, p. 61.

come under the scrutiny of the original Hoover Commission, broad though the scope of its inquiry was, and some of the recommendations of the Commission had not been put into effect. In the light of these facts there was general agreement in Congress that another comprehensive study of the Government's organization, methods, and functions was needed in order to eliminate defects and shortcomings.

The Brown-Ferguson Act, providing for a second Commission on Organization of the Executive Branch of the Government, was accordingly passed by Congress without a dissenting vote; it was approved by President Eisenhower on July 10, 1953, almost exactly 6 years after the establishment of the first Commission.⁵⁴ In many respects the new act was similar to the earlier Lodge-Brown Act. As before, the President, the Vice President, and the Speaker of the House of Representatives were each authorized to appoint two private citizens and two persons from public life. The Commission, when appointed, was again authorized to select its own chairman, and again it chose Mr. Hoover. There was no statutory requirement for bipartisan representation on the new Commission, but this principle was actually observed: seven members were registered Republicans, five registered Democrats.⁵⁵

The Brown-Ferguson Act charged the second Hoover Commission with the duty "to promote economy, efficiency, and improved service in the transaction of the public business." It was to accomplish this purpose by recommending methods and procedures for:

1. Reducing expenditures to the lowest amount consistent with the effective performance of essential services, activities, and functions;
2. Eliminating duplication and overlapping of services, activities, and functions;
3. Consolidating services, activities, and functions of a similar nature;
4. Abolishing services, activities, and functions not necessary to the efficient conduct of Government;
5. Eliminating nonessential services, activities, and functions that were competitive with private enterprise;
6. Defining responsibilities of officials; and
7. Relocating in departments or other agencies those agencies responsible directly to the President.⁵⁶

The Commission, moreover, was authorized to propose in its

⁵⁴ 67 Stat. 142; *Status, Hoover Report*, 1: 11.

⁵⁵ Five of the members had served with the first Hoover Commission. MacNeil and Metz, *Hoover Report*, p. 9, 16.

⁵⁶ 67 Stat. 142.

final report, due by May 31, 1955, not only legislative enactments and administrative actions, but also such constitutional amendments as, in its judgment, were necessary to carry out its recommendations.⁵⁷

This was, indeed, a sweeping authorization, compared to which the scope of the first Hoover Commission had been quite limited. The first Commission's investigations and recommendations had been concerned with the procedural aspects of Federal administration; it had asked only *how well* a governmental function was being performed, not *whether it should* be performed. The new Commission was empowered to go beyond this and to raise the substantive question of whether a given Federal activity should be continued or discontinued, regardless of the efficiency with which that activity was being administered. Consistently with this expansion of its powers, the second Commission was authorized to subpoena witnesses and documents, a privilege not granted to its predecessor.⁵⁸

With the experience of the first Hoover Commission before it, the new Commission decided to use the task force method of study. It set up a total of 19 task forces or committees to do its investigative work. The task forces were given a completely free hand by the Commission, both in making their studies and in writing their reports. They were allowed to gather their information wherever they were able to find it and were instructed simply to make such recommendations as they believed were required in the light of the facts. The subpoena power granted by Congress was not in fact employed in any instance, for the task forces generally enjoyed the willing cooperation of Government officials.⁵⁹

Although the second Hoover Commission took up its duties in the fall of 1953, it did not give attention to record problems until the following summer. On June 20, 1954, a task force to deal with this subject was set up. Mr. Hoover again asked Emmett J. Leahy to serve as chairman. As members of his new task force, Mr. Leahy appointed Herbert E. Angel⁶⁰ and Edmund D. Dwyer, representing the public service, and Thomas F. Conroy (of Pan American Airways) and Berchel H. Harper (of the Northern Natural Gas Co.), representing private industry. The task force also had the services of a staff director, Matson Holbrook; a consultant; two assistant

⁵⁷ 67 Stat. 144.

⁵⁸ 67 Stat. 144.

⁵⁹ MacNeil and Metz, *Hoover Report*, p. 20.

⁶⁰ Mr. Angel had served on the earlier record management task force. In September 1954 he was given a leave of absence to serve as an adviser to the Iranian Government, and he took no further part in the work of the paperwork management task force.

staff directors; and more than a dozen professional civil servants heading study groups in various areas of the record management field.⁶¹

The new task force called itself the Task Force on Paperwork Management rather than record management. This change in terminology was made because the term record management had tended to become synonymous, in both industry and Government, with record storage and disposal only. The first task force had not intended so to restrict the meaning of the term, but in the subsequent implementation of its recommendations emphasis had been laid almost exclusively on these aspects of the matter. To make it clear that the scope of the new task force's assignment was much broader, the more comprehensive term paperwork management was chosen.⁶²

At the outset, the task force voted not to retain the services of any firms or organizations, profit or nonprofit. The members of the task force and its special consultants were made available by their respective Government agencies or firms without compensation, and the Commission therefore incurred expenses only for travel and secretarial service.⁶³ When the National Records Management Council, which had made the first task force survey, offered its assistance cost-free to the new task force, the offer was declined.⁶⁴

The Paperwork Management Task Force divided its work into two phases. First it would analyze the creation of papers in the Federal Government and study the application of various proven techniques to cut back clerical and housekeeping costs and to improve the management of necessary paperwork. Second it would make a special study of the paperwork and recordkeeping required by the Federal Government of private business and individuals to see if eliminations and consolidations could be achieved and if retention requirements could be reduced.⁶⁵

During the initial phase of its work the task force examined the results of the record management recommendations of the first Hoover Commission and then went on to study the four basic elements of paperwork in the Government: correspondence manage-

⁶¹ Folder "Topics for Consideration, Task Force on Paperwork Management," box 118, Second Hoover Commission files, RG 264, NA.

⁶² *Second Task Force Report*, part 1, p. 11.

⁶³ Minutes of First Task Force Meeting, Aug 11, 1954, box 118, Second Hoover Commission files, RG 264, NA.

⁶⁴ Robert A. Schiff, executive director, National Records Management Council, to Matson Holbrook, Sept. 3, 1954, in folder "Miscellaneous Letters," box 117, Second Hoover Commission files, RG 264, NA.

⁶⁵ Matson Holbrook to Henry M. Shine, Jr., Assistant Secretary, Task Force on Legal Services and Procedures, memorandum, Aug. 6, 1954, in folder "Correspondence No. 2," box 117, Second Hoover Commission files, RG 264, NA.

ment, form management, report management, and systems of handling directives and instructions. Next came investigations of file management, agency mail operations, policy regarding the use of business machines, methods of quality control, and the uses and working of the secretariat system.⁶⁶

The personnel of the task force was organized into a number of work groups for making fact-finding studies in each of these fields. The groups did their research mainly in 14 of the larger agencies, which employ about 95 percent of all Federal employees, and, to a lesser degree, in such smaller staff agencies as the Bureau of the Budget, the Civil Service Commission, and the General Accounting Office. The reports made by the groups provided basic information for the report of the task force,⁶⁷ and several of them were issued later as separate publications.⁶⁸

At informal meetings during July and early August 1954, attended only by Messrs. Leahy, Angel, and Dwyer, preliminary outlines of operation were worked out, personnel was chosen for the chief staff assignments, and the first 10 of the work groups were set up and staffed. The first formal meeting of the task force was held on August 11. Subsequent meetings were held not on any regular schedule but only as progress warranted.⁶⁹

Task Force Report on Paperwork in Government

Mr. Leahy and his staff began drafting the task force report on the governmental phase of their inquiry early in October and submitted it to the Commission on November 19. This document bore many resemblances to its predecessor of 6 years before. It was replete with dramatic statistics for which exact sources were seldom given. It dwelt at length on "horrible examples" of paperwork management, or lack of paperwork management, that the work groups had discovered, and occasionally it touched on examples of good practice. As before, the entire field was covered three times. The detailed findings of the task force, which themselves contained numerous recommendations, filled some 40 pages of the report; the formal conclusions and recommendations, covering the same ground, occupied 5 pages; and the recommendations were then elaborated upon in a final 6 pages of "Detailed Recommendations."

⁶⁶ *Second Task Force Report*, part 1, p. 9.

⁶⁷ *Second Task Force Report*, part 1, p. 7.

⁶⁸ These include: *Correspondence in the Federal Government; Pursuit of Perfection, a Report on the Need for Paperwork Quality Management; How the Secretariat Aids Executive Action*; and *Business Machines Management Survey* — all issued in processed form in October 1954.

⁶⁹ Folder "Material for First Meeting of Task Force," box 117, Second Hoover Commission files, RG 264, NA; also box 118, *ibid.*

Beginning with a retrospective glance, the report complimented the General Services Administration on its excellent job in the record management field, considering its limited resources. Together with the Federal Records Act, its work represented substantial fulfillment of the basic recommendations of the first Hoover Commission. Mr. Leahy hinted in passing, however, that the Records Management Division might have been handicapped by its location in the National Archives and Record Service, which associated it too closely with the connotation of archives.⁷⁰

Turning to Government agencies, Mr. Leahy found that, on the whole, less attention was being given to paperwork problems than they properly demanded. In many agencies, it was true, sizable management staffs had been assigned to deal with them, but the results obtained were disproportionately small. The outstanding exceptions, in which very encouraging results had been achieved, were few and far between. Agencies did not yet realize, according to Mr. Leahy, what a big business Government paperwork was or what large savings could be achieved if wholehearted interest and support were given to making programs for its control more effective. It was, according to the estimate of the task force, a four-billion-dollar business; and as much as a quarter of a billion, Mr. Leahy predicted, could be saved each year if existing successful control programs were extended throughout the Government. The task force recommended that, to improve the existing situation, the following steps should be taken:

1. The establishment of a Paperwork Management Service in the General Services Administration by Executive order. This was to be completely separate from the National Archives and Records Service and was to take over such staff functions of paperwork management as existed in that Service except for management of the Federal record centers.
2. The establishment of a paperwork management program for the Government as a whole to carry out continuing agency-wide programs of comprehensive scope under the guidance of well-qualified personnel.⁷¹

In addition, the report recommended that the Administrator of General Services carry into effect promptly some 22 detailed recommendations. Among these recommendations were the following: that the General Services Administration endeavor to have agencies reevaluate their records in order to reduce the percentage designated as permanent; that efforts be made to curtail the use of legal-size filing cabinets and documents in the Government; that the General

⁷⁰ *Second Task Force Report*, part 1, p. 10-13.

⁷¹ *Second Task Force Report*, part 1, p. 49-52.

Services Administration sponsor a correspondence style board to develop a manual of standard practice for Government correspondence; that the General Services Administration strive to secure the storage of one-half instead of the existing one-third of all Federal records in record centers; that standards be established for evaluating the operation of record centers with a view to eliminating those whose performance record proved them to be uneconomical; and that a system be established to encourage and facilitate the free interchange of excess office machines and filing equipment between agencies.⁷²

In its own report to Congress, the second Hoover Commission repeated in condensed and simplified language most of the findings of its task force. It did not, however, concur exactly in the major recommendations of the task force. Instead of stressing organizational terms in its first recommendation, as the task force had done, it subordinated these to functional terms and allowed more latitude in their application. In this recommendation it proposed three things:

- a. That the President establish a governmentwide paperwork management program by Executive order and direct agencies to give it their support;
- b. That the General Services Administration be given responsibility for general supervision over all phases of paperwork management throughout the executive branch of the Government in order to simplify and improve it and reduce its cost and volume; and
- c. That such staff functions of paperwork management as existed in the National Archives and Records Service be consolidated in the organization established in the General Services Administration to implement these recommendations.⁷³

Its second major recommendation was that each agency should make one of its high-ranking officials responsible for reviewing, simplifying, and reducing the volume of its forms, correspondence, and reports and should cooperate with the General Services Administration in developing ways and means of carrying out this function. With regard to the many specific minor recommendations made by the task force, the full commission repeated and endorsed almost the entire array.⁷⁴

⁷² *Second Task Force Report*, part 1, p. 55-60.

⁷³ Commission on the Organization of the Executive Branch of the Government, *Paperwork Management; Part I—In the United States Government. A Report to the Congress*, p. 17-18 (Washington, 1955), hereafter cited as *Second Hoover Commission, Report to Congress*, part 1.

⁷⁴ *Second Hoover Commission, Report to Congress*, part 1, p. 18-22.

Administrative Results

In order to carry into effect parts *a* and *b* of the Commission's first recommendation, the General Services Administration submitted to the Bureau of the Budget in May 1955 a proposed Executive order establishing a governmentwide paperwork management program, defining the respective responsibilities of the General Services Administration and the other executive agencies, and providing the authority necessary for attaining the objectives of the program. The Bureau of the Budget, however, decided that an Executive order was unnecessary. Instead, the President at the Cabinet meeting of August 12, 1955, formally requested department and agency heads to cooperate with the General Services Administration and designated that Administration to serve in a central assisting and supervisory capacity with respect to the paperwork management program of the executive branch.⁷⁵

Through the Bureau of the Budget the President also asked the General Services Administration to advise and assist agencies in improving their paperwork management procedures. In recognition of these responsibilities, both the Budget Bureau and Congress approved additional funds for expanding the Federal record centers of the General Services Administration and for increasing its staff for record and paperwork management.⁷⁶

In carrying out part *c* of the Commission's first recommendation, the Administrator of General Services decided that the function of paperwork management should remain in the National Archives and Records Service. To emphasize its importance and additional scope, however, the function was assigned to a newly established Office of Records Management, headed by an Assistant Archivist of the United States. This reorganization of the National Archives and Records Service, which involved the simultaneous advancement of the National Archives from division to office status, became effective November 1, 1956.⁷⁷

⁷⁵ NARS, *Annual Report . . . 1955*, p. 1; also Percy Rappaport, Assistant Director, Bureau of the Budget, to E. F. Mansure, Administrator of General Services, Jan. 26, 1956, and "Revised Cabinet Record of Action No. 30," White House memorandum to E. F. Mansure, Aug. 22, 1955, both in folder "Legal-7," files of the Office of Records Management, NARS.

⁷⁶ Rowland R. Hughes, Director, Bureau of the Budget, to E. F. Mansure, Dec. 21, 1955, in folder "Legal-7," files of the Office of Records Management, NARS; Inter-agency Records Administration Conference, *Hoover Commission Paperwork Management Reports—What's Next?*, p. 2 (Report of meeting, Nov. 16, 1956), hereafter cited as IRAC, *Paperwork Management Reports*.

⁷⁷ IRAC, *Paperwork Management Reports*, p. 2. See also Director, Records Management Division, NARS, to Comptroller, GSA, memorandum, Mar. 28, 1955, and Franklin G. Floete, Administrator of General Services, to Percival F. Brundage, Director, Bureau

The second major recommendation of the Commission, that paperwork management responsibilities be specifically assigned to high-ranking officials in the departments and agencies, has begun to be carried out by administrative action. These responsibilities have been assigned in many cases to agency record officers.⁷⁸

Without waiting for either new authority or extra funds, the General Services Administration began promptly to carry out as many of the minor recommendations of the Hoover Commission as possible. New sections of the GSA Regulations, covering the creation of records and their organization, maintenance, and use, were drafted and referred to the Federal Records Council. Supplementing these, three instructional handbooks were published. Two of these, *Form Letters* and *Plain Letters*, were aimed at improving the content and reducing the cost of Government correspondence. The third, *Federal Records Centers*, was prepared to facilitate the prompt transfer of records to these centers.⁷⁹ The Office of Records Management also began to prepare plans, in cooperation with the Bureau of the Budget, for a governmentwide correspondence style manual.⁸⁰

It also began a critical analysis of the effectiveness of all agency record retirement schedules with the object of achieving substantial reductions in the "permanent" category. It was expected that this category would shrink from 26 percent to 21 percent in the fiscal year 1955 alone because of a large volume of disposal in two or three important agencies. Although careful study, research, and review are required, further significant progress is looked for over a period of several years. The capacity of General Services Administration record centers has been enlarged, and a steadily increasing volume of records is being transferred from agency space to this type of storage. By the end of the 1957 fiscal year, 42 percent of all Federal records were expected to be in record centers (including the National Archives), and the goal of 50 percent should be attained by about 1960, if financial support continues to be available.⁸¹

In working towards the objective of eliminating uneconomical agency record centers, the General Services Administration was of the Budget, Apr. 9, 1957, in folder "Legal-7," files of the Office of Records Management, NARS.

⁷⁸ IRAC, *Paperwork Management Reports*, p. 3.

⁷⁹ NARS, *Annual Report . . . 1955*, p. 2.

⁸⁰ Floete to Brundage, Apr. 4, 1957, in folder "Legal-7," files of the Office of Records Management, NARS.

⁸¹ Floete to Brundage, Apr. 4, 1957, in folder "Legal-7," files of the Office of Records Management, NARS. See also Records Management Memorandum, May 12, 1955, in folder "Miscellaneous Letters," box 117, Second Hoover Commission files, RG 264, NA.

successful in effecting the closing of centers operated by the Veterans Administration, the Selective Service System, and the Internal Revenue Service and the transfer of their records to its own centers. At the end of the fiscal year 1955 this left a total of only 34 Government record centers besides the 11 operated by the General Services Administration, and this figure was further reduced to 25 by June 30, 1956. Nearly all of these 25 centers were operated by the military departments or related agencies such as the Atomic Energy Commission.⁸²

Looking towards ultimate elimination of the use of legal-size filing cabinets, the General Services Administration encouraged agencies to prepare fewer legal-size documents. The Division of the Federal Register contributed to this effort by requiring agencies to file regulatory documents on letter-size rather than legal-size paper.⁸³

Task Force Report on Paperwork Required of Citizens

In January 1955, with the first phase of its assignment completed, the Task Force on Paperwork Management turned its attention to the second phase, a tentative, exploratory venture into the field of paperwork and recordkeeping required by the Federal Government of corporations, small businesses, and individuals. Its purpose was to find ways and means of reducing the volume of this work, which put a considerable burden on private industry, and to investigate the actual usefulness of these records to the Government. It was alleged that many reports were required of industry by one Government agency when the information was already on hand in another, that large quantities of records submitted by industry were never used, and that many reports had to be made by industry merely to state that there was nothing to report, that is, that there was no change in conditions or figures previously reported.⁸⁴ If these conditions existed, the field would be fruitful for achieving important economies.

The picture was vast and complex. No less than 66 different bureaus and offices of the Federal Government were involved, and there were nearly 1,000 different Government regulations requiring

⁸² Floete to Brundage, Apr. 4, 1957, in folder "Legal-7," files of the Office of Records Management, NARS; NARS, *Annual Report . . . 1955*, p. 5.

⁸³ Floete to Brundage, Apr. 4, 1957, in folder "Legal-7," files of the Office of Records Management, NARS.

⁸⁴ Commission on Organization of the Executive Branch of the Government, *Task Force Report on Paperwork Management; Part II — The Nation's Paperwork for the Government, an Experiment*, p. 1 (Washington, 1955), hereafter cited as *Second Task Force Report*, part 2.

the keeping of many hundreds of types of records. In the field of Federal procurement alone there were more than 50 specific record-keeping requirements, the nature of which varied according to the period when the contract was made, the type of contract, the goods or services contracted for, and any special legislation pertinent to the contract.⁸⁵

In attacking this problem the task force sought the cooperation of the industries affected. It organized nearly 30 industrial "sub-task force committees," covering businesses such as airlines, railroads, trucking, utilities, wholesale foods, and dairies. The members of each committee were drawn from private industries or trade associations representative of each group. These sub-task force committees were requested to measure, evaluate, and report on the impact of Federal reporting requirements in their segments of industry.⁸⁶

Only a minor part of the vast field of business reporting could be investigated. Of the 4,700 individual reporting requirements prescribed in nearly 1,000 Federal regulations and laws, 328 were selected for examination. In the 4 months left for its investigations, however, the task force was able to complete studies of only 75 of these. Twenty-nine industries gave their assistance and 32 Government agencies and bureaus cooperated.⁸⁷

At this point the task force departed somewhat from its prescribed path and endeavored in these 75 individual cases to secure the elimination or relaxation of recordkeeping requirements, if this could be done by administrative action. Without any specific authority to act, it encouraged informal negotiations between particular businesses or industries and Government agencies, and served in a sense as a mediator or arbiter. It was able to report "positive corrective action" by the Government in 49 instances and "partial corrective action" in the other 26. These results, it asserted, had saved over \$15,000,000 in paperwork costs to business and Government. This was more than 5 times the cost of the second Hoover Commission and more than 300 times the cost of the task force.⁸⁸

⁸⁵ *Second Task Force Report*, part 2, p. 17, 23.

⁸⁶ J. Stewart Elwell (staff member of the task force) to William J. Flynn, Comptroller, Columbia Broadcasting Systems, Mar. 1, 1955, in folder "Correspondence No. 1," box 117, Second Hoover Commission files, RG 264, NA.

⁸⁷ *Second Task Force Report*, part 2, p. 5-7, 53.

⁸⁸ *Second Task Force Report*, part 2, p. 1, 57-59. The unorthodox conduct of the task force in this part of its work met with the disapproval of one of the Commissioners, Rep. Chet Holifield. In the report of the full Commission to Congress on the subject, he registered a formal dissent, stating that it was not "wise or proper" for the task force to depart from its function as a study group and "to seek to influence agency action on its own responsibility and before reporting to the Commission." Commission

On May 21, 1955, the task force submitted to the Hoover Commission its report on the second phase of its operations. Like its predecessors, this report was written by the chairman, Mr. Leahy, and in the same style. After describing in detail what the task force had discovered and had been able to accomplish on its own, the report concluded that here was indeed a promising area for making great savings and that the good work begun ought to be continued. For this purpose it recommended that Congress establish a Commission on Paperwork Required by Offices and Departments (PROD for short), to consist of three advisers to the President, serving without compensation. The members of the Commission were to be chosen from both Government and industry, and the Commission would operate for 2 years. The implied function of this body was to continue the work and follow the methods of the task force.⁸⁹

The full Hoover Commission paid tribute to the achievements of the task force in this new area. It was reluctant, however, to recommend imposing any additional burdens on the President, and it therefore dropped the idea of the PROD Commission. It also pointed out a fact that the task force had ignored, namely, that the Bureau of the Budget and the General Services Administration had certain legal responsibilities in this field that should be recognized. The Hoover Commission believed that if these agencies would carry on their activities using the methods employed by the task force, they could obtain the desired results. Setting aside the task force's recommendation, therefore, it proposed: "That the President direct the Bureau of the Budget . . . in cooperation with the General Services Administration, to give increased emphasis in their reports program to the need to protect the public from unnecessary reporting burdens by continuing the method of cooperation between industry and Government pursued by our task force."⁹⁰

The General Services Administration had contributed to the work of the task force by compiling a comprehensive list of Federal requirements for the keeping of records by business, private persons, and State and local governments, which was published in the *Federal Register* on April 8, 1955. The first compilation of its kind, this list provided a valuable point of departure for the task force and was much in demand by private business.⁹¹

on the Organization of the Executive Branch of the Government, *Paperwork Management; Part II — The Nation's Paperwork for the Government, an Experiment. A Report to the Congress*, p. 17, 18 (Washington, 1955), hereafter cited as Second Hoover Commission, *Report to Congress*, part 2.

⁸⁹ *Second Task Force Report*, part 2, p. 53.

⁹⁰ Second Hoover Commission, *Report to Congress*, part 2, p. 6.

⁹¹ NARS, *Annual Report . . . 1955*, p. 3.

In the fall of 1955 the General Services Administration wrote to the Budget Bureau asking what plans were being made for it to render assistance in this program in accordance with the recommendation of the Hoover Commission. The General Services Administration believed that, within the framework of existing legislation, it could at least keep up to date the guide to record retention requirements, which had been found so useful, and that it might assume responsibility for regularly reviewing the requirements and negotiating with agencies for their elimination, simplification, or clarification. It believed, however, that a written statement of the scope of its activities should be worked out with the Bureau of the Budget or that a Presidential directive should be issued to make its position clear to other agencies.⁹²

After some delay a Presidential directive was forthcoming. In a letter to the Director of the Bureau of the Budget, dated May 11, 1956, President Eisenhower gave his endorsement to Part II of the Hoover Commission's recommendations and asserted that the Budget Bureau was the logical agency to assume leadership in such activities. He asked for greater emphasis on the program and requested the Bureau to "consult . . . when appropriate with the General Services Administration."⁹³

In carrying out these responsibilities, the Bureau of the Budget has invited business and industry to call to its attention any instances of unnecessary paperwork burdens resulting from Federal reports. It has also begun a systematic reexamination of all previously approved forms and reporting requirements with a view to eliminating those found to be unessential. Finally, it has begun to follow up on the unfinished business of the Paperwork Management Task Force, but rather more cautiously, on the principle that, while unnecessary paperwork burdens must be avoided, valid needs for information must be met, and in every instance the final determination must be in terms of public interest rather than private convenience.⁹⁴

For its part, the General Services Administration published a second edition of the guide to record retention requirements in the *Federal Register* in August 1956. Simultaneously the Budget Bureau recommended to the heads of executive departments that agencies requiring the public to retain records should specify in their

⁹² E. F. Mansure to Rowland Hughes, Oct. 10, 1955; Records Management Division, NARS, to Comptroller, GSA, memorandum, Aug. 11, 1955; and A. E. Snyder, Assistant Administrator of General Services, to Congressman W. L. Dawson, Feb. 7, 1956 — all in folder "Legal-7," files of the Office of Records Management, NARS.

⁹³ *Congressional Record*, May 22, 1956, p. 7774.

⁹⁴ IRAC, *Paperwork Management Reports*, p. 9-14.

requirements a fixed retention period and permit the microfilming of such records after a nominal length of time.⁹⁵

So far as the authority and responsibility in this area of paperwork management have now evolved, the Bureau of the Budget has the dominant role and the General Services Administration a secondary and contributory role.

APPRAISAL OF THE HOOVER COMMISSIONS

An appraisal of the significance of the two Hoover Commissions and their accomplishments in the fields of record management and paperwork management can only be tentative and provisional at this early date since we lack the long perspective necessary for a balanced judgment. Indeed, as some of the second Hoover Commission's recommendations are yet to be fully carried out, it would be premature to consider its story closed.

We may safely say, however, that the record administration problem was critical in 1947 and that the first Hoover Commission offered an opportunity to work out a solution, which it was wise to exploit. The work of the first task force stimulated in agency managements more interest in and general support for record administration than they had ever had before. It focused attention on the problem and brought some badly needed action. Whether the action taken was in every instance the best is still, of course, open to question. The Federal Records Act of 1950 has surely been a great gain, and the establishment of Federal record centers has given needed temporary relief to agencies whose offices were glutted with noncurrent records.

The work of the second Hoover Commission's task force was only an outgrowth of the first, taking up unfinished business and attempting to elaborate and develop those aspects of record management that had been pushed aside to give attention to the immediate problems of storage and disposal. The enlargement of staff supervision by the National Archives and Records Service over paperwork is another recognition of the growing importance of this field in the operation of the Federal Government.

⁹⁵ Bureau of the Budget, *Bulletin*, no. 57-3, Aug. 14, 1956.

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Archival Training in a Record Center

By EVERETT O. ALLDREDGE ¹

National Archives and Records Service

IN 1950 the General Services Administration of the United States Government instituted a nationwide system of Federal record centers. It did this to decrease operating costs by getting as many Government records as possible out of costly office space and first-quality office equipment. As the problem was big, the system had to be on a large scale. And recruiting suitable persons to operate the centers was naturally one of the most important steps toward getting them started.

In the light of experience in the Army and Navy record centers between 1944 and 1950, the decision was made to build the staffs of the Federal record centers around a core of professional archivists with subprofessional helpers who would logically be classed as archives assistants. The writer had been one of a group detailed in 1947 to the Civil Service Commission to help issue qualification standards of experience and education for archivists and archives assistants. The standards set up by that group still control all initial civil service appointments to the record centers.

On pages 130-132 of his now standard text, *Modern Archives; Principles and Techniques*, T. R. Schellenberg describes a sound preparation for an archival career. In one paragraph he writes:

The best preliminary training that an archivist can have, in my opinion, is advanced training in history. This provides him with a knowledge of the development of his country and its government, which is basic to any evaluation of the research values that are to be found in its public records. It provides him with training in research methodology, which is needed in all the work he does in rationalizing public records, in arranging them in proper relation with each other, and in describing them in terms of organization and function.²

Needless to say, this is the official view of the National Archives and Records Service, and it is reflected in the qualification standards

¹ Mr. Alldredge is Director of the Program Development Division, Office of Records Management, National Archives and Records Service.

² T. R. Schellenberg, *Modern Archives; Principles and Techniques*, p. 131 (Chicago, 1956).

issued by the Civil Service Commission for archivists. The standards for archives assistants require less education and experience.

While these standards were applied in making record center appointments, they did not by themselves ensure that the centers would be staffed with wholly competent archivists and archives assistants. To achieve that goal we had to develop a thoroughgoing inservice training program. In the Federal record centers it is assumed that the training of a staff member is continuous from the day he is employed until the day he leaves the service.

The president of a big company has stated that management is in large measure an educational and training job. He illustrates this by saying that on one occasion a number of executives of his company analyzed exactly what management is in terms of specific operations and that, after all the typical operations were classified, 9 out of 10 were listed under education and training. This is certainly true in record center management. Each employee in the record centers is required to spend an hour a week on formal training in archival management. Only occasionally do the better center chiefs exercise their executive prerogative to dispense with this requirement when the workload is too heavy to permit it.

The word *formal*, used in the preceding paragraph, is meant to differentiate planned academic training from what is popularly known as on-the-job training. Record centers, like all other organizations, give on-the-job training. In no other way could they get their work done.

Formal training is often regarded as something an employee should get for himself outside office hours. Such an arrangement might serve well enough for record center personnel if educational institutions offered courses in record management and archival administration. Such courses at present, however, are almost nonexistent. Furthermore, once persons have met Federal employment standards, they cannot be required to undergo additional formal training outside office hours at their own expense.

Let us first look at on-the-job training in the record centers. Every center supervisor has immediate responsibility for the on-the-job training of employees under his supervision. Part of this responsibility is *professional*: showing subordinates how to carry out work assignments in the most effective way, ensuring that they understand what is expected in terms of performance. The rest of this responsibility is *managerial*:

1. Fostering a team spirit that will keep employees working together cooperatively and harmoniously on tasks that call for group action.

2. Developing in employees a sense of pride in and respect for the high standards of honesty, impartiality, integrity, courtesy, and dedication to the public interest that are a part of the tradition of the Federal service.
3. Learning what conditions will help employees do their best work, with enthusiasm and with personal satisfaction.
4. Reducing accidents and minimizing losses from breakage, spoilage, and waste.

The managerial training given on the job should not be underplayed. As many archivists fail to climb the promotion ladder because of deficiency in such training as fail for lack of professional competence.

But let me turn to the matter of formal training and ask what are its advantages in comparison with its cost? Why isn't on-the-job training enough?

It has been our experience that formal training is less expensive than on-the-job training. One hour of formal training is equivalent to 3 hours of training on the job. It is less fragmentary. It is usually more thoughtful and more fundamental. It brings to light the pros and cons of our philosophies, attitudes, and beliefs. Terms are defined better and procedures are analyzed more thoroughly. Since training is basically a process of improving people in their knowledge, skill, attitudes, or behavior through instruction, demonstration, practice, planned experience, and other educational techniques, it should not be left to chance. It should be planned for career development.

Professional skill is required in a record center for at least eight basic duties: (1) surveying, studying, and appraising Government records to determine their administrative, historical, legal, or other research value and whether they shall be preserved or disposed of; (2) organizing and arranging noncurrent records to facilitate their use and control without violating their organic unity or integrity; (3) selecting according to their value and physical condition records to be repaired for preservation as entities or reproduced for preservation in essence; (4) studying and analyzing permanently valuable records from a historical, administrative, and functional point of view and preparing analytical and descriptive finding aids to facilitate their use; (5) selecting and preparing appropriate records or bodies of records for publication; (6) giving reference or research service on records in the depository; (7) giving searchers advice about archival source materials and assistance in their use and interpretation; and (8) giving professional advice to Federal agencies with respect to the application of archival principles, policies, procedures, and techniques.

A good half of our formal training time is given to elucidating the professional duties listed above. Formal training is also given on the following topics:

1. The goals of the National Archives and Records Service.
2. Work measurement data and their place in budgetary planning.
3. The record center reporting system.
4. The permanent record program.
5. Archival literature, especially items in the record center library.
6. The function of the St. Louis personnel record center.
7. Study and analysis of the records of all Federal agencies participating in the record center program.
8. Letter writing.
9. Record management terminology.
10. Space conservation and control.
11. Fire and safety measures.
12. Answering the telephone.
13. Reading improvement.

The most difficult training task is teaching how to describe records. Records are described in finding aids, in disposal schedules, in guides for scholarly use — in short, record description is essential to all center work. Persons skilled in record description can prepare guides of far higher quality and in much less time than untrained persons can. The concept of the *series*, simply because it is conceptual, needs formal presentation to make certain that all its implications and all uses of the word *series* are covered.

The study and analysis of the records of participating agencies is the next most difficult training area. An archivist must give considerable time and effort to reconstructing administrative history. Here his college training in history is important. He must assemble from accessioned files at the earliest possible moment all materials that show the organizational mutations an agency or office has undergone — functional charts, personnel directories, organizational directives, and the like. This archival study of administrative history is necessary for intellectual mastery of the records in a center. Only through such study can we know where to look in non-current files for the specific documents and information that are called for. To give an example: U. S. Steel requested a certificate of necessity from the Supply Allocations and Priorities Board in the fall of 1941. It was denied. Today some Federal agency wants to know why, and requests the record center to produce all pertinent documentation. SAPB existed for 9 months. It took over a Council and was itself swallowed by WPB, which in turn had several major reorganizations. The WPB files today fill 60,000

center boxes. In which of those 60,000 boxes are the desired documents to be found? Unless the archivist knows his administrative history, he will never find them.

Archivists in the record centers must review and analyze the administrative history of every record group in their custody, in some cases as many as 200 record groups. A record group, in the archival terminology of Government, consists of the records of a bureau of some other unit of an executive department at the bureau level or the records of an independent agency of somewhat comparable importance.

The third most difficult training area is in the use of principles of evaluation. Archivists in the centers are expected to recommend the final disposition for records, and this involves determining their future administrative, legal, or fiscal usefulness to a Federal agency. The archivist makes his recommendation according to the value of the records for research, for documenting an agency's functions, and for protecting the rights of citizens and of the Government.

Part of the center training, as indicated, is taken up with the publications on archival management to be found in each center library — such books as Dr. Schellenberg's, previously cited. But formal discussion of the principles of evaluation — with mind activating mind, with a Socratic dialog of question and answer, and with the archival dialectic (if you will) of thesis and antithesis — soon transcends all forms of book learning.

To get instructors for the formal training at the record centers is a difficult but solvable problem. The chief of reference service can give training in record description and the chief of disposition can do the same for record evaluation. The agency record officers can give instruction on the records of their agencies. The Regional Director, National Archives and Records Service, is also available. Headquarters in Washington has issued 26 training lectures and a bibliography and has made available the professional publications of the National Archives staff. The textbook for the training course is the record center manual of operating procedures.

For instruction in fire and safety measures the great resources of the Federal Government are at hand, including fire-prevention engineers. For letter writing there is a special 10-hour workshop, and for increasing speed and comprehension in reading the Army-industry workshop is available. Agency training officers, especially the training officers of the General Services Administration, are willing to lend their services.

In addition to their internal programs for archival staff develop-

ment, the record centers have actively supported and participated in the governmentwide administrative training programs, such as the various management intern programs.

Every year each record center is "inspected" by a team from the Central Office of the General Services Administration in Washington. When the inspections are over, something like an annual personnel inventory takes place. We ask: "What employees are ready for promotion if a vacancy occurs for which the advice of Central Office is sought?" "What positions are the employees at the Grade 7 level and above likely to be qualified for in 2 years?" Although no formal roster results from this stocktaking, a reservoir of information is developed that can be drawn on as occasion arises.

Fifty hours a years for each employee, year in and year out, may seem like a great deal of formal training. And yet those in the National Archives and Records Service in a good position to judge the results of the training have never doubted its value. Part of this value can be expressed quantitatively. For instance, the number of reference services performed per man-year has increased steadily each year, from 2,965 in 1951 to 9,320 in 1957.

Or consider the unit cost of administering a cubic foot of records at a Federal record center. Note how each year the taxpayer gets more for his dollar: 1951, \$1.35; 1952, \$1.13; 1953, \$0.92; 1954, \$0.87; 1955, \$0.67; 1956, \$0.64; 1957, \$0.63.

There are other quantitative measurements that attest to the value received. But how about improvements in quality? These, too, can be measured. The shelf lists of 1957 are superior to those of 1951; the percentage of unsuccessful searches in the same record group has been reduced; the record evaluations hold up better under administrative crossfire.

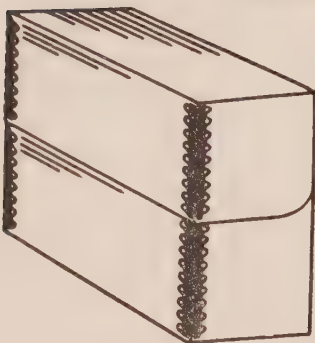
Above all, the employees act like archivists rather than file clerks. This is no invidious distinction; the two occupations are simply different. Archival depositories of the record center type may be defined as agencies or distinct organizational parts of agencies that receive and administer noncurrent records transferred in large blocks from other agencies or from the organizational units in which they were created or accumulated. The work of the archivist is accordingly distinguished from that of the file clerk in that the archivist, as such, has not participated in the creation or accumulation of the noncurrent records with which he must deal. He must therefore learn about their content, structure, functional significance, and administrative origin by research in all available printed sources and in the records themselves or by methodical inquiry among the of-

ficials whose operations resulted in their creation or accumulation.

The work of the archivist is further distinguished from that of the file clerk by the fact that the former must deal with a large number of systems for controlling the arrangement of noncurrent records, many of which are actually in a state of disarrangement. While records are still held within the agency of origin, reference service on them tends to decrease rapidly, and their arrangement tends to deteriorate as they become less used. The file clerk in an agency is concerned with only a few filing systems; the archivist must know from a hundred to a thousand such systems. Many filing systems reflect functions, and the functions of past organizations can be understood only through historical analysis.

The National Archives and Records Service is trying to develop among its employees the ideal of a strong career service. The writer has tried to show in a small way how its record centers have a planned career-development program. Training under this career-development program will assure good performance from all staff members. It will provide an adequate source of qualified replacements to fill all vacant positions above the entrance level, for which the Civil Service Commission can be relied upon to furnish adequate personnel.

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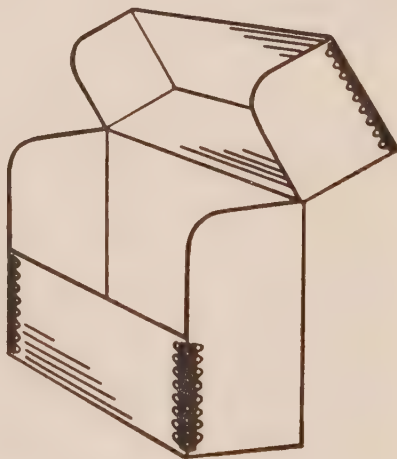
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Archives for Tomorrow's Historians

By JOHN EDWARDS CASWELL¹

Sacramento, California

ARCHIVES and records are the stock in trade of several crafts, among them those of the professional administrator, the record manager, the archivist, and finally the historian and the genealogist. During the past 18 months I have had the privilege of working closely with State and local administrators and the staff of the California State Archives on matters of procedure and policy regarding archives and records. In so doing, I have become aware of the implications for historians of present and possible future archival and record practices.

In this paper I shall try to evaluate the significance for historians of recent developments. I shall also try to point out the contribution that historians should be making toward the solution of problems that these sister crafts share.

There are five main questions that I would have you consider:

1. Will the new science of record management prove a boon or a bane to future generations of historians?
2. What is the present role of microfilming in archival programs?
3. What new types of material will tomorrow's historians have at their command?
4. How will modern business machines affect the historian's craft? And what implications do they have for archives?
5. How can archives be protected against nuclear warfare?

THE NEW SCIENCE OF RECORD MANAGEMENT

World War II did much to develop the branch of administration now known as record management. Record management deals with documents from birth to death. It seeks first of all to exercise birth control by determining the types of documents that an organization really needs. It eliminates unessential reports. It combines others. It snatches reports out of the letter baskets of the merely curious and rushes them to those who need them. It substitutes form letters for individual letters within the limitations imposed by the subject and by good public relations. It works over the organization of the

¹ This paper was read at the meeting of the Pacific Coast Branch of the American Historical Association at the University of San Francisco on December 27, 1957. The author is an administrative analyst for the State of California.

files in which the documents come to rest. And finally it caps its work by setting retention periods for the documents, determining how soon they may be destroyed without fiscal loss or administrative confusion. In short, the record manager determines what is to be available for the archives.

The greatest single stimulus to the growth of record management as a profession was the huge volume of papers created during World War II. In the late 1930's microfilming was seen as the great solution to the problems of bulk and of the reproduction of archival materials. It did not take long, however, to show that the cost of microfilming World War II records would be fantastic. Hence, attention was given to eliminating all records for which no use could reasonably be foreseen.

Now at this point a much closer partnership needs to be worked out between record officers, archivists, and historians. Your record officer is a manager. He is concerned with procedures, work flow, efficiency; he is aware of fiscal, legal, and administrative problems; but he is seldom a student of the social sciences or a research worker. Unlike the archivist, he has not had to serve historians. Yet archivists and historians must depend on decisions that he is making daily.

The record manager is accustomed to serving the administrator rather than the historian. Archivists, because a substantial part of their service is to historians, have developed an appreciation of the needs of the historical profession. Yet because the preliminary screening is being done more and more by persons who lack historical contacts and interests, there is a real possibility that documents of historical significance will be lost. The need for bringing home to local record management associations the historical uses of documents is the first point with which I believe historians should concern themselves.

RECORD RETENTION PROGRAMS

Let us turn to the phase of record management of most concern to historians: record destruction programs. From the standpoint of the historical profession, is there any good in them? I believe that we shall find there is much.

First of all, the writers on the subject emphasize the fact that certain types of records must definitely be saved. These include charters, legal documents, official minutes of a governing body, financial reports, administrative manuals, personnel record cards, organization charts, engineering and technical reports, and samples

of many other classes of documents. Actually, one could write a pretty good history of an organization from such material.

One advantage in a program of judicious and methodical disposal is that the truly archival materials are likely to be treated with more respect than they were formerly. The last copy of an administrative manual won't be thrown into the wastebasket merely because it is 10 years out of date — too old to use, too new to be a curiosity. The valuable materials are likely to be kept in order and in suitably clean and dry surroundings. And less emphasis will be placed on proposals for wholesale microfilming as a universal solution of space problems. Although microfilming has advantages in making copies of documents available far and wide, most historians, I believe, prefer to use the original document.

The principal danger, I believe, that historians should seek to guard against is the likelihood that files of correspondence of responsible administrative and legal officers will be discarded on the ground that they are too miscellaneous to sort out. A minute book gives the substance of an action, but too often it does not disclose *why* a particular decision was reached. Current files should be so arranged that policy matters and items of real public concern are segregated and preserved. This, of course, is easier said than done.

I believe that record management will prove a boon to the historical profession in the long run because of its intelligent effort to preserve the really important records. We historians, however, have several responsibilities in relation to record programs. One is to encourage an interest in record management among officials of government agencies and private businesses. Another is to take positive action to develop in record officers an understanding of historical values in documents, for all too often these officers are concerned solely with possible legal or fiscal uses. Still another is to record the interpretations of participants by means of oral history. Vaughn Davis Bornet has published a basic article on the *how* of that subject in the *American Archivist*.²

MICROFILMING NO UNIVERSAL ANSWER

What has happened to the microfilming programs so blithely begun a few years ago? First of all, as I have mentioned, it became apparent that many existing records had no further administrative or historical value and that the value of many others would disappear in the course of time. As an example, a pay warrant made out

² "Oral History Can Be Worthwhile," in *American Archivist*, 18:241-253 (July 1955).

to Earl Warren as Governor of California and endorsed in his own hand may have at least some curiosity value in the future, but few if any of the 14 million warrants issued and paid by the State of California in the last 7 years will ever have any real historical value. There are other documents more worthy of permanent preservation. Yet a few short years ago these warrants were considered to be permanent records. Step by step, the mandatory retention period was reduced to 15, then to 10, and now to 5 years, and no evidence has been produced that the State has suffered loss thereby.

Having decided that relatively few classes of documents must be preserved for a long period, we next consider the relative cost of microfilming and storage in space designed for the purpose. As good an overall figure as any is that you can afford to store documents in a record center for 35 years for the cost of microfilming. For punchcards, the break-even point may be 10 years. Documents that are out of order, folded or dog-eared or torn, or encumbered with staples, pins, and paper clips may be stored for a hundred years for less than the cost of microfilming. And there is always a question of the adequacy of microfilm reproduction — especially where inks of varying colors and intensities have been used.

This does not mean that microfilming will be abandoned. It has its definite place, both in conserving space and in making reproductions for use outside an archives. Rather, we have learned to use microfilm with more managerial skill. Many historians will appreciate this fact, as they still favor the originals for convenience and legibility as well as for sentiment.

NEW ARCHIVAL MATERIALS

So far we have been talking about preserving the conventional materials of history. Among the less conventional materials that are now available are motion picture films; phonograph records; sound recordings, which in the field of government include court proceedings and legislative committee hearings and might well include the full debates of legislative bodies; punchcards; punched tapes; and magnetic tapes for calculating machines.

Each of these raises problems for the archivist. Older motion picture prints and some foreign prints that are not on safety film present a real hazard. Phonograph records warp if not properly stored. Wax sound recordings melt, wire recordings snarl, and Vinyl recordings warp. Probably paper tapes are the best, but both wire and paper recordings are too easily erased through carelessness. Punchcards and punched tapes are useless unless their interpre-

tation is printed on them or is preserved in some other form in such a way that there is no question as to their meaning. When it comes to magnetic computer tapes, I am a bit skeptical as to the length of time they will maintain their magnetic characteristics unaltered. Every objection to punchcards is also applicable to them. And there is the further difficulty that slight variations in humidity and temperature alter the length of the tape and throw the machines off.

The advantages of newsreels and phonograph records in capturing the flavor and exact detail of an occasion need not be dwelt on. I think we should be aware of the increasing use of sound recordings in government, where typed transcriptions are not necessarily made. We should encourage the use and preservation of sound recordings, for motivation and argument often appear in them that are omitted from the formal minutes of a meeting. One practical difficulty is in the indexing of recordings. Without an index one may have to listen to hours of debate, when with the printed record one can scan it and pick out the essentials in a relatively short time. But as the professional monitor who usually operates the transcribing machine now makes a record of the names of the speakers, it should not be much more difficult for him to index the tape at the same time, using the metering device provided on most machines.

UTILIZING PUNCHCARDS

Let us turn from the consideration of new archival materials to the way in which tomorrow's historians may be able to apply machines in handling the materials.

Punchcards and their equivalents in paper or magnetic tapes furnish our basic units of statistical data in a wide variety of operations.

I believe there is a wealth of material in punchcards held by our social agencies and financial and business institutions that could be rerun in historically significant patterns. Are customs figures on San Francisco's shipping not broken down fine enough for your purposes? Perhaps the original codings were set up so that you can have them rerun either by the agency or by a commercial service bureau.

From an archival standpoint, I believe punchcards present special difficulties. Because of their large volume in relation to the usable data that they afford, your cards may exist today and be sent to salvage tomorrow. Statisticians love to hang on to their old cards in the hope of reusing them to obtain more information, but the record officers are on their heels, nagging them to get rid of the junk.

The first step toward a general solution of the problem of pre-

serving statistical data in punchcard form lies with the historians. By seeking to exploit samples of the principal types of material to the utmost, they can furnish guidance to record managers and archivists in the preservation of punchcards. Once we determine what data are worth preserving, the next step may be to microfilm punchcards by methods already developed. I do not believe that tabulation direct from such microfilm has been announced yet, but I understand such a process is being developed.

MACHINE LITERATURE SEARCHING

Despite yeoman efforts to reduce bulk, the volume of archival records is growing with frightful speed. How can we use machines to gain control of the content of all this material?

Normal archival practice is to keep documents in groups by source and so far as practicable in the order determined by their creators. Beyond that, where funds are available, descriptions of the record groups are prepared, and in some instances name indexes are made. So far as I am aware, nothing has been done in the field of archives or of historical materials generally that parallels the machine literature searching of the natural sciences.³

One of the pioneer efforts in the field of machine literature searching was the American Chemical Society's bibliographical project. The basic step in any such project is to develop an adequate classification scheme. Next, one fits a numerical or alphabetical code to it. Each document or group of related documents is then analyzed and coded into the classes where it fits. A card is punched for each. If desired, a microfilm of the document, article, or abstract is attached to the card. A student who wishes to investigate a topic specifies the combination of classes he is interested in. The desired cards, already sorted by primary classification, are fed through a machine at the rate of as many as 1,000 a minute. The few that fit the student's specifications are thus sorted out, and ordinarily they will be fed through another machine, which produces a listing automatically.

If archivists and historians are to take advantage of these machines, the first step is to develop a classification system that is sufficiently broad in scope, fine-grained in detail, and adequate in cross-indexing. It was a shock to me to discover how much of the work done in developing classification schemes pertained to science and technology and how little to our own field. I realize that there are differences between the application of machine searching to

³ See James W. Perry and others, *Machine Literature Searching* (New York and London, Interscience Publishers, 1956).

archival materials and its application to scientific publications. I doubt, however, if one is vastly more complicated than the other. May I refer those interested in the problem to the book cited in footnote 3.

Let us develop an example of the application of machine searching to archives. Having evolved our classification scheme, we seek to get it adopted by as many archivists, manuscript librarians, county recorders, and county clerks as we can. Once the scheme has been adopted, a card is punched for each class or subclass into which a record group falls. In some cases indexes will be made as well. Each custodian keeps his own cards and supplies copies to a nationwide union file.

If I now decide that I want to make a nationwide study of farm mortgages in the 1880's, I write the union file and state that I want a listing of archival resources on that topic. By consulting the classification scheme, I define the desired documents as those found under Real Property, subclass Farms, that are also found in the class Mortgages. When the cards are run off and the listings made, I shall know each county in the United States where such records are available for the period with which I am concerned. I may also find that a few secretaries of state have such records and that additional information is in various historical societies. I trust I shall also find listed each master's thesis and doctoral dissertation that has been done on the subject.

Historians, of course, are not likely to have the funds to produce such a monumental effort as the machine indexing of the principal archives of the United States. By taking the long view, however, they may be able to guide administrative practices in the direction of overall uniformity and efficiency from the standpoint of research use.

I have already pointed out that the initial problem is to build a satisfactory classification scheme. In such a project historians will act as consultants to the archival and library fraternities. The next task in which they may be expected to share is in persuading State and local officials to accept such a program. Finally, it will be desirable to adopt a relatively standard means of copying, whether by microfilm, microprint, or otherwise.

Let us use our imaginations and go a step further. Conceivably we could take components available today and put documents on magnetic tape just as easily as Bing Crosby tapes his TV shows. With a code running down the edge of the tape, conceivably millions of documents arranged at random could be searched in a phenome-

nally short time by such a machine as the IBM 702, and microcopies of the documents could be made at the same time. There are, of course, practical drawbacks to this utopian proposal. One is the cost of the machine; another is the vast amount of preparatory labor that would have to go into coding and copying the documents; a third is the large number of reference questions that would have to be fed into the machine to make it profitable.

I regret to report that I see little hope that machines will relieve tomorrow's historians of the need for reading documents, making notes, or thinking, let alone writing or lecturing. Machines will enable them to handle large masses of data with speed and accuracy; machines may even help review logical choices; but they won't replace historians in the immediate future.

SECURITY OF ARCHIVES FROM DESTRUCTION

The final topic I want to mention is the need for action to preserve our most valuable archives from nuclear warfare. To protect them for tomorrow's historians, we must move them out of our major cities and put them underground. While European governments are acutely aware of the possible destruction of their archives, Americans on the whole have disregarded the threat both to themselves and to their records.

California's secretary of state has put microcopies of much of his archival material in a blast-proof vault. Los Angeles County has microfilmed many of its land title records and county clerk's records, but the vault in which they are stored has been outdated by the hydrogen bomb. San Francisco County microfilmed many of its records during World War II but has done little since. The location of its vault, in downtown San Francisco, is far from satisfactory.

CONCLUSIONS

Is the historical profession going to stand aside without counseling other groups that are making decisions so vital to its own future? It should not, and I believe its assistance will usually be welcomed.

Record managers are concerned to know which records are genuinely important. They will shun mere antiquarianism but will welcome the man who can point out the records that have historical as well as administrative value.

The collection of the less familiar archival materials may have to depend chiefly on the initiative of historians and college librarians. I believe archivists and record managers are willing enough to accept this material, but the fact that such records do not often end

in a central file room tends to keep them outside the purview of the record manager or archivist.

Improvement of statistics for historical use, like guidance to record managers and the collection of unconventional materials, can be achieved only if the historian gets out into his local community — into his city and county offices, into the headquarters of business organizations — and, by actively interpreting the historic roles of those organizations in American life, cultivates understanding of the historical importance of their documents.

One quite immediate benefit should come from this. To match the vast influx of students into our colleges and eventually into our graduate schools, we shall have an abundance of original materials for masters' theses and be able to avoid undue reliance on printed materials and secondary works.

Once again I want to point out the basic work that must be done on classification schemes if we are to move on to the new levels of exhaustiveness and efficiency promised by the methods of machine literature searching.

Finally, we who are historians should ascertain immediately what steps are being taken on all levels of government to protect our historical documents from the newly increased danger of destruction. We cannot expect to give them one-hundred-percent security, but we can do much to give them better protection than most archives now have. Although money is needed, intelligent planning comes first.

Indeed, the whole theme of this paper could be summed up thus: If our successors are to have the materials for truthful history, we must plan *now*.

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Photographic Archives

By JOE D. THOMAS¹

National Archives

LATE in May of 1853 a United States fleet under the command of Commodore Matthew Calbraith Perry entered the harbor of the principal city of the island of Lew Chew — now the city of Naha on the island of Okinawa. This visit to Okinawa was only a dress rehearsal. The main show was played in Japan, and at the final curtain the United States had a commercial treaty with that nation, which had previously allowed only Dutch trade and had limited that to one ship a year at the port of Nagasaki.

At Okinawa the Commodore, according to his report, "resolved to procure a house on shore, and gave notice to Mr. Brown, the artist in charge of the daguerreotype apparatus, that he must prepare his materials, occupy the building, and commence the practice of his art." The house chosen was in Tumai, not far from Naha. One of the lithographs published in Perry's report gives visual evidence that Brown did indeed commence the practice of his art. This lithograph, from a drawing, bears the credit line, "Drawn from nature by Heine, figures by Brown." Entitled "The Temple at Tumai," it shows a photographer bending over his camera, making a daguerreotype of the temple.²

Perry's published three-volume report is a very early, possibly the first, example of an official United States document illustrated by art works based on daguerreotypy. Among its many lithographs and woodcuts there are some 40 credited as from daguerreotypes by Brown or with the signature, "E. Brown, Jr., dag." These daguerreotypes apparently were taken where and when Brown was able to land. The places noted are on Okinawa or in Shimoda and Hakodate, the two ports in Japan opened to American trade by the treaty of 1854.

Perry's expedition had been in the planning stage for 2 years. Scores of artists, scientists, and writers had applied to accompany him. The Commodore, however, was able to procure most of the

¹ The author, a staff member of the Still Picture Branch of the National Archives, read this paper at the meeting of the Society of American Archivists in Columbus, Ohio, October 1957.

² *Narrative of the Expedition of an American Squadron to the China Seas and Japan*, 1: 154, lithograph opposite p. 194 (33d Cong., 2d sess., H. Ex. Doc. 97).

required specialists from the rank and file of the Navy. The three civilians whom he had to recruit, an agriculturist and two artists, joined the Navy as acting master's mates, a rank comparable to that of chief petty officer today, at \$300 per year. The artists were William Heine and Eliphalet Brown, Jr.

From the report of the House Committee on Naval Affairs on the petition presented in Brown's behalf for compensation for his services in the Japan expedition, we learn that Brown "provided himself with all the apparatus necessary to the daguerreotypist, and took over 400 pictures, all of which became the property of the government, and many were used in illustrating Commodore Perry's work on the expedition."³ Brown's furnishing of his own equipment is paralleled by the experience of photographers attached to the governmental surveys of the western United States in the sixties and seventies of the last century. They often had to supplement their income by selling stereographs that they had taken in addition to the photographs required as the product of their official duty.

In justification of Perry's having hired artists without specific authority to do so, the Committee said:

The authority to employ artists for the Japan expedition was not directly conferred by Congress on the department having charge of it. As the employment of artists was very essential to the success of an expedition like that . . . the failure on the part of Congress to confer the authority may safely be charged to inadvertency rather than design.

Thus an agency of the United States Government in connection with the transaction of public business had consciously created photographic records that were appropriate for preservation as evidence of its operations or as the embodiment of valuable information. The previous sentence paraphrases a part of the definition of records, including photographs, in the Records Disposal Act of July 7, 1943.⁴ To one who works with photographic archives this definition gives comfort that is not afforded by European definitions of archives. And the actual treatment of photographs as archives in the United States antedates by almost a century their acceptance as such by the British. The recent *Guide to the Public Records* of the British Public Record Office indicates a partial and grudging acceptance of the photograph into the archival family:

The task of the custodian has, in the most recent times, been increased not only by the deterioration in the quality of the old materials but by the invention of new ones. The most notable case is that of photographic materials which, by a

³ 36 Cong., 1st sess., H. Rept. 208, p. 1. The report is dated Mar. 3, 1860.

⁴ 57 Stat. 380.

recent ruling (1946) of the Master of the Rolls, must in certain circumstances be treated as Public Records.⁵

Photographic records have been created by our Government for many different purposes. One is to supplement the written record of exploration with visual information; this purpose has held from the time of the Perry expedition to the current Antarctic explorations. Another is to increase the public's knowledge of their national resources, as in photographs taken by the National Park Service and the Forest Service. More routine is the use of photographs for identification purposes; hence the files of pictures of Army officers, from the Civil War and earlier, and of the graduates of flying schools of the Air Force. (The largest producers of photographic records are the military; holdings of the Department of the Air Force, for instance, amount to 8,000,000 cut-film aerial negatives, 100,000 rolls of aerial film, and 1,250,000 photographs of Air Force activities and aviation.) Another purpose of Government photography has been to publicize a problem or an opportunity; hence "The Plow That Broke the Plains," of the Resettlement Administration; the many WPA photographs; and photographs by the Reclamation Service of irrigated areas available for farming. In the 20th century aerial photography has been increasingly used in mapmaking, and extensive photographing has been done for comparative purposes in agricultural and other research.

Not all photographs taken for official purposes should be preserved, of course. The problem of advance selection for permanent preservation is as pressing with photographs as with textual records. Like other Government records, some photographs may have only a limited or one-time use and should not be kept as archives. This is true, for instance, of many photographs taken during research projects, such as hundreds of pictures of ears of corn made during the development of hybrid corn, or hundreds of portrait studies of white mice in successive stages of nutritional deficiency. Of these many photographs perhaps the few considered useful for illustrating research reports should be retained. Their publication has made their existence known; hence they may be requested for other purposes.

Some agencies of the Government have set up definite criteria for the retention of photographs. Identification photographs, especially of miniature size, are almost always considered not worthy of permanent preservation. The Air Force, however, considers identification photographs of all graduates of advanced flying schools to be records. When flyers are lost, their photographs are wanted by

⁵ *Guide to the Public Records*, part 1, "Introductory," p. 44.

newspapers. Illustrative of good retention criteria are those of the Resettlement Administration:

There are three ways of evaluating photographs: (1) as a mere record . . . (2) for their immediacy and news value . . . and (3) as works of art, decision being based on the adequacy of the technique utilized by the photographer. In the Resettlement Administration it was decided to submit all material to the three foregoing criteria.⁶

The process of eliminating nonrecord photographs should go on continually in the agencies. One control, of course, is or can be applied before a picture is taken — that is, standards can be set to guide not only the photographer but the person responsible for ordering the making of pictures. A “camera-happy” photographer or an overenthusiastic staff member may easily cause the creation of more pictures than can or should be preserved. Another control of picture quality is, through hiring or through training, to get good photographers.

When a photograph goes into agency files, or later into the National Archives, the record copy should be identified. The record photograph in the case of a black-and-white still picture is the original negative if it exists; in color photography, it is the original transparency; in motion picture film it is the master negative. Two other copies of a motion picture should be kept: a master positive and a duplicating negative. To avoid damage to the master negative, projection prints of a movie are made from the duplicating negative. In the case of any photographic record, if the original negative or transparency is not available as a record copy, the next form that will give the best reproduction becomes the record. The first photographic record that comes to an archives may not, of course, be the original negative. This is true, for instance, of captured film and purchased or donated photographs.

Photographic archives present special problems distinct from those inherent in textual records. One is that of preservation. The Public Record Office *Guide* already cited speaks feelingly of photographic records,

in particular those taking the form of “film.” There is not known at present to be any form of . . . [films] of a permanently enduring quality and on the other hand some are definitely known to be subject to automatic deterioration, consequently their acceptance as Record involves not only special storage conditions but the two provisions that they shall be examined at suitable intervals and (a revolutionary provision) that if they show signs of deterioration photographic copy shall be made and substituted for them.⁷

⁶ Resettlement Administration, *First Annual Report*, 1935-36, p. 97.

⁷ Part I, “Introductory,” p. 44.

Aside from the danger of deterioration of ordinary modern film, a copying program should be routine for film received by an archives if the film is of nitrate rather than acetate composition. The explosive qualities of deteriorated nitrate film are by now well known. There is always a loss of image in the copying process, but it is also possible that a copy of an existing photographic print may be better than a print from an original but deteriorated negative. The deterioration of nitrate, older acetate, and some glass-plate negatives has enhanced the value of reference prints.

Another problem with photographic stills and transparencies is the necessity of protecting the negative from light or scratches. Negatives, whether glass-plate or film, must be kept in special negative preservers and when removed for duplicating must be replaced in their jackets with care, to avoid scratching and damaging the emulsion.

The storage of glass-plate negatives is complicated by their sheer weight; yet often these older plates are more valuable than modern film. The problem of weight can be serious enough to influence or modify the ultimate arrangement of archival holdings. It may be necessary to break up a series, storing the heavy negatives on lower shelves and lighter print materials above them. Or it may be necessary to provide storage areas with reinforced flooring to support the weight safely.

Often, too, a file of photographic negatives received at an archives may include negatives of widely varying size or may even consist of glass and film negatives interfiled. This unsatisfactory arrangement could have been avoided in some instances if proper thought had been given to it in the photographic laboratory where the negatives were originally made. But filing all negatives of one size together is often expensive both in time and materials and is therefore not done. This is especially likely to be the case if the laboratory uses the time-honored device of numbering its negatives serially.

Still another problem with photographic records is their identification. The textual record usually contains internal evidence that identifies it. Reports, letters, memoranda — these as a rule are self-identifying as to place, date, sender, and recipient. But many photographic records bear nothing more than a serial number. Unless an index or list by serial numbers has been kept and transferred to the archives with the pictures, the archivist is in for trouble. The record negative should be completely captioned on the jacket in which it is kept. The purpose of captioning is to answer the same questions that are answered in the lead of a good news story: who?

what? when? where? why? In addition the photographic caption should include the name of the photographer, the identification number of the corresponding photograph, and information concerning its publication or other use.

The number or letter-number combination assigned during the laboratory captioning process is often changed on the photograph. This is illustrated in the National Archives by the Jackson series of photographs, of the Geological Survey. In 1875 the Survey issued, as *Miscellaneous Publication no. 5, Descriptive Catalogue of the Photographs . . . for the Years 1869 to 1875, Inclusive*. Some time later these photographs were renumbered. In 1951 the Survey's Photographic Library had to issue a *Correlation List of New and Old Numbers*, so that items described in the catalog could be found in the renumbered collection.

The negative photographic record is rarely used for reference. This is not merely because it is difficult to visualize a picture by looking at the negative, though that is true enough for most persons who come to an archives looking for "pictures." It is better practice to furnish the customer with a file of prints of uniform (and small) size than to let him handle large and awkward negatives, with the attendant danger of exposure to light, scratching, or other damage. During the period when photographs are current records the general rule is that only laboratory personnel are permitted to handle the negatives. Later on the archivist must handle them, but any reference service must be given with print materials. The file of prints used for reference service is often only a fraction of the size of the file of negatives. If it has been well selected with historical values rather than current use in mind, the file may serve the searcher's purpose better than a more voluminous and unscreened file, in which he cannot see the woods for the trees. The print file in use by the Forest Service, for instance, which was judiciously selected, has about 40,000 mounted prints representing a file of over 400,000 negatives.

The photograph is a medium for the immediate communication of ideas. The Chinese say, "a picture is worth 10,000 words." In spite of the special problems they must deal with, archivists in charge of photographic records are lucky people. I shall always remember in this connection the remark of one of our searchers at the National Archives. After spending a whole afternoon poring over the Brady collection of Civil War photographs, he turned to me and said, "When I retire I'd like just to come here and work for nothing."

Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

Franklin D. Roosevelt and Conservation, 1911-1945, compiled and edited by Edgar B. Nixon. (Hyde Park, N. Y., Franklin D. Roosevelt Library, 1957. 2 vols.; 614, 700 p. \$9.50.)

During the 20th century, as the office of the Presidency has expanded at an almost explosive rate, archivists and historians have been confronted with a proportionate tonnage of papers. Obviously to publish these as one would the papers of Jefferson, who managed his Presidential work almost singlehanded, would be an enormous and expensive undertaking. Herman Kahn, Director of the Roosevelt Library, estimates that the Roosevelt papers if thus published would fill more than 200 volumes.

The answer obviously is selective publication. The Roosevelt Library in these two volumes, skilfully edited by Edgar B. Nixon and his assistants, has produced a model pilot study. Dr. Nixon has narrowed the topic to exclude most mention of waterpower and all discussion of nonrenewable natural resources like minerals. He has also eliminated formal documents printed elsewhere, such as laws and Executive orders. Of what remains he has printed about a third — and that fills over 1,200 pages.

Dr. Nixon's approach has been that customary in editing Government archives like the Territorial papers. And indeed the Presidential papers have through their mass and largely institutional nature become rather similar to Government archives. Sometimes the personality of President Roosevelt does not break through for several pages. The exhaustive explanatory notes often carry information on the departmental or White House drafting of the letters and messages that the President signed. They carry symbols characteristic of the era of office equipment, such as "CT — carbon typescript, not signed," and "M — mimeographed." The excellent index has long lists of entries under such items as Civilian Conservation Corps, soil conservation, and wildlife.

Since President Roosevelt had a remarkably broad knowledge of conservation and an unflagging interest in it, this subject is an appropriate one with which to begin official publication of his papers. These volumes will aid many a scholar. Together with the recently microfilmed press conference transcripts they inaugurate a policy of making Roosevelt materials widely available in research libraries. In these days of the high cost of travel, historians of the New Deal have reason to be grateful to the Roosevelt Library.

Perhaps in some future publications it may be possible to free President Roosevelt somewhat from the institution now known as the Executive Office of the President. A series of no more than 8 or 10 volumes including only the more important and interesting letters that President Roosevelt himself wrote,

dictated, or revised between 1933 and 1945 could supplant the amateurish and unsatisfactory *Personal Letters* published several years ago. It would be a worthy and fascinating addition to the edited letters of Jefferson, Theodore Roosevelt, and others, on the shelves of thousands of libraries.

FRANK FREIDEL

Harvard University

Studies Presented to Sir Hilary Jenkinson, C. B. E., LL. D., F. S. A., edited by J. Conway Davies. (London, Oxford University Press, 1957. xxx, 494 p., illus. \$14.40.)

According to a news item in the *American Historical Review* for Jan. 1958, the "Sixth Anglo-American Conference of Historians was held July 8-13, 1957, at the Institute of Historical Research, University of London. . . . The first meeting was followed by a tribute to Sir Hilary Jenkinson and the presentation of a *festschrift*." It is indeed fitting that 25 "of Sir Hilary's old pupils and colleagues" (*Studies*, p. v) have thus honored an English gentleman and scholar who has contributed outstandingly to the theory and practice of archival administration.

Some 15 of the contributions are historical essays, and over half of these will be of interest primarily to medievalists. Another contribution is an edited document, of about 1514, concerning a Tudor Queen of France. Eight contributions will be of sufficient interest to archivists to justify their listing here: H. E. Bell, *Italian Archives*; J. Conway Davies, *The Memoranda Rolls of the Exchequer to 1307*; Charles Johnson, *The Public Record Office*; C. A. F. Meekings, *The Pipe Roll Order of 12 February, 1270*; J. H. P. Pafford, *University of London Library MS. 278, Robert of Gloucester's Chronicle*; R. B. Pugh, *The Early History of the Admiralty Record Office*; B. Schofield, *Wreck Rolls of Leiston Abbey*; and Robert Somerville, *the Preparation and Issue of Instruments under Seal in the Duchy of Lancaster*. This reviewer found the contributions by Messrs. Pugh and Johnson of particular interest. In 17 pages Mr. Johnson delightfully recounts some of his experiences as a staff member of the British Public Record Office from 1893 to 1930. Contribution number 25, by Roger Ellis and William Kellaway, is a bibliography of the writings of Sir Hilary. Arranged chronologically, it presents no fewer than 227 entries, including books, articles, edited items, official publications, reviews, and obituaries. An eloquent testimonial to Sir Hilary's interest in almost all, if not all, phases of archival administration, it will serve many purposes.

The only unsigned contribution is the 18-page *Memoir of Sir Hilary Jenkinson*. According to the editor, it was "written by a colleague of his of many years' standing." It recounts Sir Hilary's career at the British Public Record Office from his entrance on duty in 1906 to his retirement in 1954, his services as an educator in conducting courses in paleography and diplomatics, his connection with the Surrey Record Society, his role in organizing the British Records Association, his successful campaign for the National Register of Archives, and other notable activities. His accomplishments as reflected in

this memoir should be a source of pride and inspiration to archivists everywhere.

This *Festschrift* is an example of excellent bookmaking. The quality of the paper is good, the print is large, and the footnotes are where they should be. In a work of this character the absence of an index is not surprising.

W. NEIL FRANKLIN

National Archives

The Books of a New Nation; United States Government Publications, 1774-1814, by J[ohn] H[arvey] Powell. (Philadelphia, University of Pennsylvania Press, 1957. 170 p., illus. \$4.50.)

This attractive little book, consisting of three lectures that Dr. Powell delivered at the University of Pennsylvania as the A. S. W. Rosenbach fellow in bibliography for 1956, is the 25th volume in this yearly series of published lectures. Although the lectures are primarily aimed at collectors, bibliographers, and the general reader, they have many points of interest for historians, librarians, and archivists. Dr. Powell regrets that our Government publications are "books no collector esteems, and bibliographers have not studied," and he mentions a number that should be collectors' items, as perhaps they will be if his appeal sets a fashion. The first lecture deals with the publications of the First Continental Congress and of the Second through the Declaration of Independence. The second lecture takes a more summary view of the complex period from 1776 to 1800 and gives little attention to the later and migratory years of the Congress of the Confederation. The third describes the first 14 years of public printing in Washington, concluding with the British incursion, which brought it to a halt less than a month short of the 40th anniversary of the first imprint commissioned by the First Continental Congress.

Dr. Powell makes a sharp distinction, which some earlier bibliographers have ignored, between true Government publications, authorized and paid for by a public body, and subsequent reprintings of these as private ventures, usually but not always by other printers in other places. Thus there were 19 known broadside printings of the Declaration of Independence in the year of its issue, but only the one completed by John Dunlap on the night of July 4-5, of which 15 copies are known to survive, is a Government publication. By applying this touchstone to the publications of the First Continental Congress, which Paul L. and Worthington C. Ford put at 42, he is able to reduce the number to 10 — of which 4 exist in 2, 3, or 4 different printings or editions — or 17 variants altogether.

For the publications of the Old Congress after the Declaration, Dr. Powell has contented himself with such supplementary information from its papers as has been printed in the Library of Congress edition of the journals. Official printing continued to be almost wholly a concern of Congress after 1789, as it had been before; and Dr. Powell has searched the records of the House of Representatives and of the Senate in the National Archives for pertinent material. Those of the House have proved relatively barren, yielding only accounts of moneys paid out for printing, which only occasionally identify the items

printed, and a few quarterly accounts submitted by the printers, sometimes itemized and sometimes not. But the surviving records of the first Secretary of the Senate, Samuel A. Otis, who served for 25 years and died 4 days after the adjournment in April 1814, have proved "a cask of buried treasure." Dr. Powell is able to illustrate in detail a variety of practices in contracting, delivering copy and proof, furnishing stationer's supplies, payment, and relations in general with the printers of New York, Philadelphia, and Washington. His best story concerns Mr. Otis' dealings with his last printer, Roger C. Weightman, who in 1807, at the age of 20, bought out the business of William Duane and made it prosper.

While making honorable exceptions of Gen. Adolphus W. Greely and John G. Ames, the author is rather harsh toward his predecessors in the field. It is therefore fair to point out that his lament over the divided state of the papers of the Continental Congress is 5 years out of date, as the papers were reunited in the National Archives in 1952; and that the *Account of the Receipts and Expenditures of the United States*, which the British Admiral Cockburn purloined from the Capitol, was returned in 1940 by Dr. Rosenbach to the Library of Congress as the only surviving item of its first collection — although it is not exactly that. This reviewer is also entitled to deny that the papers of the Continental Congress were "not very much used" in the Library of Congress, for he spent a large part of his time in the 1930's in carrying their huge and well-worn volumes to avid readers.

DONALD H. MUGRIDGE

Library of Congress

The Conservation of Books and Documents, by W. H. Langwell. (London, Sir Isaac Pitman & Sons, Ltd., 1957. xxii, 114 p.)

This is a semitechnical book intended primarily for the professional archivist. It is compiled from a number of studies of the materials that go into the making of books and documents. Although it is chiefly concerned with the properties of paper — early to modern — and with bookbinding materials and techniques, it does not overlook parchment and inks.

Mr. Langwell discusses the chief causes of rapid deterioration of paper, such as acid gases, harmful chemicals used in the papermaking process, and adverse temperature and relative humidity. With the realization, of course, that some causes of deterioration cannot always be controlled, Mr. Langwell describes methods for the prevention of deterioration and some of the modern methods of restoring deteriorated documents.

The book gives a general description of the composition of writing inks, both early and modern; inks for ball-point pens; typewriter inks; and printing inks and adds general comments on the permanency of each. Modern binding materials, from sewing thread to covering materials, are adequately discussed, with a good description of modern binding procedures.

The work is well indexed and has a full bibliography. For the professional

archivist it contains much valuable information on the physical and chemical makeup of books and documents.

JAMES L. GEAR

National Archives

Illinois State Archives. *Illinois Moves Forward; A Summary Report of Installation of Integrated Paperwork Controls of Illinois*. ([Springfield, 1957]. 45 p., illus., appendixes.)

Records Holdings of the Illinois State Archives, comp. by Theodore J. Cassady. ([Springfield], Nov. 12, 1957. 12 p., bibliog. Processed.)

The integrated paperwork control program developed and installed in 1956 and 1957 for the Illinois State Government by Naremcu Services, Inc., is summarized in the booklet *Illinois Moves Forward*. This booklet presents in interesting detail the basic components required for an integrated State paperwork program, the objectives of the record survey conducted by Naremcu, and the recommendations made and reforms accomplished during and immediately after the installation of the program. Besides these operational details, the booklet includes a proposed State Records Act, which embodies the enabling legislation required to effectively organize and operate a paperwork control program. Although local conditions in other States may require an organizational structure different from that proposed for Illinois, this draft of an act can serve as a point of reference in considering legislation designed to achieve objectives like those achieved in Illinois. The most significant value of *Illinois Moves Forward* is its usefulness as a model for reporting record and paperwork management programs. Factual, well organized, well written, and attractively made up, it compels attention. Authors of reports on archival programs and record management activities can profitably emulate its style, format, and method of presentation.

In *Records Holdings of the Illinois State Archives* those record series that are considered to have greatest informational value for the public have been classified under six major headings: Secretary of State, General Assembly, Governor and Code Departments, Auditor of Public Accounts, State Treasurer, and County Records. In addition to the technical identification of the records, some explanation of their functional significance and usefulness is given. Also included is a select bibliography indicating other sources of information about some of the more significant record series. A publication of this kind will do much to remove the cause of the author's complaint that "writers of all kinds have yet to exploit to any extent the wealth of information in the Illinois State Archives."

VERNON B. SANTEN

Division of the Budget
New York State

Records Management and State Archives, prepared by the Research Staff, Legislative Research Commission, Commonwealth of Kentucky. (*Research Publication* no. 50; Frankfort, Dec. 1957. vi, 55 p., illus., appendixes. Processed.)

This timely publication considers the record field as the joint responsibility of archivists and record managers. Effective use is made of the existing literature on archives and record management, including such recent contributions as Schellenberg's *Modern Archives*, the address (Sept. 5, 1957) of Georgia's Secretary of State Fortson at the annual conference of secretaries of state, Louisiana's ambitious efforts toward archival progress, and Illinois' major record management survey.

The authors acknowledge aid from historians and management personnel and show an unusual perception of the total record situation. This reviewer believes that the interrelation and interdependence of archives and record management have been too long neglected. The archivist fears the direction in which the brash record manager may be heading, and the record manager is often too eager to emphasize the archivist's shortcomings. With social scientists preaching integration, members of the record profession should form a working alliance for cooperative effort. This publication offers a good blueprint for an organizationally separate but coordinated overall program for the two fields and lists alternative organization proposals.

The report looks first at the combined archives and record management picture and then considers the two functions separately. Since Kentucky's situation is not unique, it examines organizational patterns in other States. It then discusses preliminary surveys of Kentucky's records and makes recommendations for action.

The Legislative Research Commission recommends an adaptation of the definition of records in the Federal Records Act, legislation making public records State property, the creation of a record advisory commission, and the establishment by statute of the positions of archivist and record manager. Record scheduling, centralized microfilming, protection of confidential records, and review by the record manager of requests for office equipment and forms are also recommended. Those who believe that record management is more effective when "sold" to an agency will object to the suggestion of mandatory compliance with the program for record control.

LEROY DUPUY

Illinois State Archives

Preliminary Inventory of the War Department Collection of Confederate Records (Record Group 109), comp. by Elizabeth Bethel. (National Archives, *Preliminary Inventories*, no. 101; Washington, 1957. ix, 310 p. Processed. Free.)

Students of the Confederacy will welcome this preliminary inventory of the 5,739 cubic feet of Confederate records transferred from the War Department to the National Archives in 1938. It describes only the materials in Record

Group 109. Other Confederate documents may be found in other record groups — of the United States Treasury Department, the Office of Naval Records and Library, and the Commissary of Prisoners. Records of the Confederate State and Post Office Departments are in the Library of Congress. It would be a convenience to students, though possibly not practical from an administrative standpoint, if a consolidated inventory were available.

The records inventoried here “are chiefly those of the Confederate War Department and Army, but include smaller collections of records of the Confederate Congress and Executive, the Treasury, Navy, and Post Office Departments, and the Judiciary; and records relating to the various States of the Confederacy.” Those from the Office of the Secretary of War, the Adjutant and Inspector General’s Department, and the Quartermaster Department, are “fairly complete”; those from the Medical, Engineer, and Subsistence departments are more fragmentary, though even here one gets a clue to the great volume of paperwork that was done. Records made in the field, by the Engineer and Ordnance departments, for example, and those of medical officers and military hospitals, are to be found among the records of military commands.

The introductory notes covering the origin and duties of the record-creating agencies are excellent, and the descriptive notes of the different series are models of clarity and precision. The inventory covers printed military manuals, public documents, and State and Confederate laws — all available elsewhere. It should be said immediately, however, that it also covers ephemeral printed materials that are of great value. Many of the documents were used in the compilation of the *Official Records*, and in some instances (as in certain casualty lists) the documents themselves indicate where they are to be found in the *Official Records*. At present there is no simple way to determine which records have been printed.

The brief comments made here are entirely inadequate to suggest all that is in this compilation. It must be used to be appreciated.

ROBERT H. WOODY

Duke University

Preliminary Inventory of the Records of the Rationing Department of the Office of Price Administration (Record Group 188), comp. by Meyer H. Fishbein, Martha Chandler, Walter W. Weinstein, and Albert W. Winthrop. (National Archives, *Preliminary Inventory*, no. 102. Washington, 1958. viii, 175 p. Processed. Free.)

Today, when technology turns out documentary materials faster than scholars can digest them, it is encouraging to note the excellent work done at the National Archives to preserve and process the important holdings of the various agencies of the Federal Government. The research by Fishbein, Chandler, Weinstein, and Winthrop has now produced this superb inventory of the records of an important department of the Office of Price Administration.

The files described contain the full documentation of how the American

people, to win the Second World War, imposed on themselves a comprehensive program for limiting civilian consumption. The program began on December 10, 1941, with an embargo on the sale of rubber tires and ended on July 26, 1947, when sugar, the last of the rationed commodities, was officially released from control.

The bulky records listed fill 570 cubic feet of filing space. They include the materials originating in the national office of OPA as well as some of those created in the 73 district offices scattered through 8 geographical regions of the United States. The series are carefully described. The first 192 are records from the national office; the remaining 159 series came from the district offices. A valuable 72-page appendix provides a useful subject classification of the documents in the more important series, such as those pertaining to the rationing of automobiles, gasoline, clothes, tires, and processed food.

REYNOLD M. WIK

Mills College

Annual Report of the Keeper of the Archives of Scotland for the Calendar Year 1957. ([Edinburgh], Scottish Record Office, 1958. 14 p. Processed.)

Scotland was one of the first countries in Europe to erect a building for its national archives — in the 1780's. The title of Keeper of the Records of Scotland, however, is a modern creation under the Reorganisation of Offices (Scotland) Act of 1928. And the modern series of annual reports dates only from 1951. (The 18th annual report was for 1868, the 19th for 1935, and from 1936 to 1950 none was published.)

The 1957 report shows the universality of staffing and space problems in maintaining a central archival establishment. No information, however, is given on the quantity of the total holdings of the Scottish Record Office. This omission is regrettable from the point of view of the reader who might be interested in comparative statistics on national archival organizations. The report suggests that the Scottish Record Office, housing documents dating from the 12th century to 1956, must have special problems quite unlike those of government archives in younger nations such as Australia, Canada, and the United States.

If one's experience in North America has been with Federal, State, or provincial records, the two pages given over to a list of "miscellaneous presentations" or collections of family and estate papers that are the special concern of the Scottish Record Office may be of interest. The report assumes that the reader understands the legal background of "statutory submissions" of burgh records though it explains that "local authority transmissions" were made under the Public Records (Scotland) Act, 1937, section 5 (2) and (3). The reviewer was interested to read that the Office purchases documents and that it has documents on indefinite loan from private persons.

The publication shows that one disposal schedule covering certain records of the Department of Health for Scotland was approved under the above-mentioned 1937 act.

The reader learns that there is an active indexing, calendaring, binding, repair, and publication program covering records dating back to the 1500's. The report does not discuss the processes used in repairing public and private collections though such information would be of interest to archivists elsewhere. A parallel to the practice, familiar in the United States, of microfilming for preservation may be implied in a report of the Scottish Records Advisory Council, which refers to the "microfilming of older records." The reader, incidentally, learns too little about this Council or about the National Register of Archives (Scotland), which the report also mentions.

Lists of publications in progress or projected are included in the report, but they do not include publication on microfilm, an increasingly important activity in the National Archives of the United States.

The reference service section of the report mentions that 13 of the 22 searchers domiciled abroad were from the United States and that in the year there were 260 readers and 200 "postal enquiries." The Museum's exhibit program included an exhibition entitled "The Union of 1707," presumably in recognition — but not celebration — of the event 250 years ago that ended Scotland's existence as a separate nation and of course affected the character of its central archives.

This reader of the report decided that the archival profession could benefit from an international glossary of terms used in documenting ownership and use of land. One could then easily differentiate between a "sasine" and an "inhibition," two of several "foreign" terms used in the report.

LYLE J. HOLVERSTOTT

National Archives

Lincolnshire Archives Committee. *Archivists' Report 8. 22 March 1956–23 March 1957*, by Joan Varley and Dorothy M. Williamson (Lincoln, 1957. 71 p. 2s. 6d.)

The Lincolnshire Archives Committee comprises representatives of the constituent authorities; that is, the county councils of the administrative districts of Lincolnshire, Lindsey, Kesteven, and Holland and the Lincoln City Council. The introduction to this report is followed by sections devoted to full descriptions of recent deposits by the constituent authorities, other deposits and gifts, diocesan records, parish records, and documents in other custody. There are also sections on publications, lectures and exhibitions, use of the office, and further acknowledgments.

Progress has continued in the centralization of the records of the constituent authorities in the newly adapted cells of the old prison of Lincoln. The minutes of the council and other books of the City of Lincoln have been gathered there.

Of inestimable value to students of history or genealogy are the specific descriptions of deposits, which repeatedly mention material of political, economic, and social significance. Among innumerable papers listed are those of the families of Tennyson D'Eyncourt, Massingberd Mundy, Jarvis, Tyrwhitt-

Drake, Anderson, Ballett, and Thorold. There are also muniments of the Duke of St. Albans, the Lord Ancaster, and the Lord Boston. A report of letters in the Heathcote papers written from New York, 1710-33, kindles American interest. On page 57 Lady Hatton is mentioned incorrectly as the daughter of Robert Cecil. She was his niece and the daughter of Sir Thomas Cecil, Second Lord Burghley, first Earl of Exeter.

DOROTHY BRUCE WESKE

Brookeville, Maryland

"Archives — Techniques and Functions in a Modern Society," Proceedings at the Summer School in Archives Held at the University of Sydney, March, 1957. (Sydney, Australia, New Century Press, 1957. 84 p.)

This wide-ranging series of papers, presented at the first school of its kind to be held in Australia, discusses problems in the administration of public records, problems of business and institutional archives, and the archival role of photography, as they appear from the contemporary Australian point of view. The nine papers vary in quality and length, but all are well written and shed a good deal of light on the Australian archival scene. Similarities to American problems and American solutions are frequently in evidence, as is to be expected in a country with a history even shorter than our own. Australian business in particular, like its American counterpart, seems to be convinced of the value of record management and abreast of the latest methods and techniques in the field.

Contemporary records and their excessive rate of accumulation are the bugbear of Australian archivists, public and private, as they are of archivists in this country. Australian archivists are hampered, however, by the subordination of their archives to library organizations, at both the State and the Commonwealth levels. This connection is deplored by D. S. MacMillan, Archivist of the University of Sydney, in his address, as "the biggest retarding factor in Australian archives development to-day." Australian archivists are eager to stand on their own feet and demonstrate their usefulness as archivists rather than as members of a specialized branch of the library profession.

The collection is dominated by the address of Ian Maclean, Chief Archivist of the Commonwealth National Library, entitled, "Modern Public Records Administration and the Relations of Records Officers and Archivists." Mr. Maclean discusses, in broad perspective, the machinery now under development at Canberra for disposal planning. His objective is a record economy that is planned, not *laissez faire*. He envisages an uninterrupted system for the control of records through their current, intermediate, and archival stages; record management and archival management are a more or less continuous process, he believes, under modern conditions. To make this continuity of control successful, Mr. Maclean stresses the need for close integration of the work of the departmental record officer and the archivist. An understanding partnership between them is, he asserts, essential for public record administration in the future. He does not suggest that archivists must sacrifice their

objectivity and detachment but thinks that they will gain much by taking a serious interest in planning for current record control.

Mr. Maclean recognizes and gives full credit to the role of specialized record management staffs and facilities, which he thinks are here to stay, and which the Commonwealth plans to employ. He warns, however, that record management must be based on sound insight and preceded by adequate training, or it may in the long run do more harm than good.

The impressions left by Dr. Schellenberg's visit to Australia and by his *Modern Archives* are favorable and enduring, as the frequent references to both attest.

ROBERT KRAUSKOPF

National Archives

Zanzibar Protectorate. *Annual Report of the Government Archives and Museum for the Year 1956*. (Zanzibar, Government Printer, 1957. 25 p. 1½s.)

This is the first report of the newly combined Archives and Museum Department of the Zanzibar Protectorate. It attests the increasing concern about the preservation of government archives that has developed in Central and East Africa since the passage of the archives act of Southern Rhodesia in 1935 and the establishment of the Central African Archives in 1946. It is a well-written statement of the problems and plans of the protectorate's new archival organization authorized in 1955 and an account of the development of its museum unit established in 1925. The report was written by C. H. Thompson, Government Archivist and Curator, who supervised the establishment of the Government Archives of the Nyasaland Protectorate under the aegis of the Central African Archives.

The principal problems of the protectorate's archival agency are concisely but clearly stated. There is the task of arresting, for records of inferior physical quality, the deterioration caused by excessive heat and humidity of a tropical maritime climate and of rescuing from the attacks of insects and fungi records of better quality that may have escaped the ravages of the climate. There is the problem of arranging and describing some archival collections that have long since lost their original order and have never been put in any logical order. Moreover, even in this small African territory, the management of an ever-increasing volume of government records is a problem. It evokes from the Zanzibar Archivist this familiar, plaintive observation: "Something must be done to control the flood of paper and rescue the future research worker, whether historian, sociologist or administrator, from being submerged irretrievably in its depths."

To deal with the menace of insects and fungi, fumigation equipment is to be used. After fumigation the records will be rearranged to consolidate related material at least in a chronological sequence, and a brief indexed inventory of them will be compiled as an immediate reference tool and a basis for more detailed indexing and calendaring in the future. A system is being

devised for the retirement of all noncurrent records considered worthy of permanent preservation. In collaboration with responsible government officials, "Records Destruction Schedules" will be prepared for each government department as continuing instructions for the future systematic review and removal of ephemeral records.

This report concerning the archival problems confronting a small territory and the plans to deal with them shows a broad understanding of conditions that affect the creation, preservation, and use of records and a familiarity with many generally approved archival principles and practices. It also reveals an unusual grasp of the principles of good administration for a combined archival and museum agency. Archivists and curators everywhere can read the report with profit.

HAROLD T. PINKETT

National Archives

État Sommaire des Archives d'Entreprises Conservées aux Archives Nationales (Série A Q). Tome 1, by Bertrand Gille. (Paris, Ministère de l'Éducation Nationale, Direction des Archives de France, Archives Nationales, 1957. viii, 153 p.)

This volume provides summary inventories for 64 of the 85 collections of business records accessioned by the French National Archives before December 1956. In a foreword Charles Braibant, Director General of the Archives of France, traces developments in the areas of business archives, private archives, and microfilm; and he records how, in 1949, he set up a subsection of the National Archives to be responsible for these three kinds of material. Despite lack of space and shortage of personnel, such holdings increased between 1949 and 1956 from 4,200 to 40,000 volumes. The growth has been aided by decrees of 1938 and 1940, authorizing the National Archives to accept collections from private firms or individuals, and of 1949, relating to the treatment of the records of nationalized firms.

In his introduction, M. Gille, conservateur in the National Archives, also considers recent developments in the handling of business records and then devotes several pages to an analysis of such records, their usefulness to historians, and how they may best be cataloged. He starts with a brief general bibliography, listing further titles in his section, Accounting. His divisions, corresponding somewhat to those in use in this country, include: Incorporation, Meetings, Management (i.e., reports to), Property, Material, Supplies and Product, Finances, Accounting (here are the ledgers, journals, and cash books), Correspondence, Legal records, Personnel, Research materials, Commercial intelligence, and Special series. Although he states that a few series need not be kept, it is my impression that he would keep rather more than we do. His scheme seems to be adapted both to large accumulations of modern records and to earlier, more "classical" collections. His treatment of correspondence, however, seems to me to be more suitable for the latter, especially when he advises that it be arranged by correspondents under the cities in which they reside.

The collections themselves, listed as 1 AQ, 2 AQ, and so on, range in size from a few volumes to several thousand of, for example, the Compagnie des Chemins de Fer de L'Est. For each, there is a brief account of the firm, followed by information as to the date of accession, class marks previously used for the collection, the name of the donor, and the name of the person making the inventory. For many collections (curiously, even for one dating from 1766 to 1836) there is the notation, "restricted use." The contents are entered by series, numbered consecutively, with dates shown for each series. Where pertinent, a footnote cites publications relating to the collection; in one case, a listing of records still in the possession of the firm is transcribed.

The collections cover many fields: banking, railroads, foreign trade, and watchmaking, to name but a few. Many are public or semipublic in nature; for instance, several groups of records of insurance companies bear the notation, "nationalized in 1946." Records, sequestered in 1944, of subsidiaries of German firms are also listed. Many of the collections appear to exist at the National Archives only on microfilm; a few collections are of trade catalogs only. There is no index to this volume. The listing, however, should provide scholars with a useful introduction to the collections of business records in the French National Archives. The second volume will be awaited with interest.

ROBERT W. LOVETT

*Baker Library
Harvard University*

Mitteilungen für die Archivpflege in Bayern. 2. Jahrgang, Heft $\frac{3}{4}$; 3. Jahrgang, Heft $\frac{3}{4}$; herausgegeben von der Generaldirektion der staatlichen Archive Bayerns. (München, West Germany, 1956, 1957. 32, 48 p.)

The two numbers here listed are the first to be reviewed of a new series started in 1955 by the Hauptstaatsarchiv in Munich. The editor is Edgar Krausen.

The 1956 issue begins with an article by Gerhard Böhm about the archives of the Bavarian Military Order of Max Joseph, which were transferred to the Bavarian Hauptstaatsarchiv in 1951. Erwin Richter contributes the article "Archives in the Service of Ethnographic Research." In the address of Walter Scherzer of the Staatsarchiv at Würzburg before a conference of burgomasters, reprinted as "Care of Communal Archives," Dr. Scherzer tries to impress upon the mayors the importance of local records and urges them to take better care of their records. Another article describes the establishment and aims of the Wilhelm Heinrich Riehl — Dr. Christian Frank Memorial Foundation in Kaufbeuren. Dr. Frank, a noted priest and historian who died in 1942, provided the archival collection, funds, and other properties administered by the foundation; Dr. Riehl was Dr. Frank's most influential university professor. Heinrich Meyer writes about "Divided Archives; the Solution in Marktzeuln." The older records of Marktzeuln (deemed to have more than local interest) are with the Staatsarchiv in Bamberg, but the more recent rec-

ords are kept in Marktzeuln. Meyer proposes that other communities divide their records in a similar manner. In his article "The Slenderizing Cure for Documents; Wrong and Right Ways," Erich Stahleder of Würzburg criticizes, among other things, the poor quality of paper used for records and the retention of old records just because they are old. The final article contains a list of newspaper supplements dealing with the history and lore of the Frankish area that are in the Bavarian State Archives. A few pages of personal news notes complete the 1956 number.

Most of the 1957 issue is devoted to an obituary notice by Rudolf Fitz, about Alois Mitterwieser, former Staatsarchivdirektor at Munich, who died in November 1943. It lists no less than 483 publications (chiefly magazine articles) by Mitterwieser alone or with others. This issue also contains an article by Karlheinrich Dumrath concerning improvements in the management of church records outside the jurisdiction of State archival authorities. The last article, by Hans O. Schömann, is entitled "A Little Advice for the Archivpfleger" (that is, the custodian of local records, usually a schoolteacher who volunteers for this work, without reimbursement). Herr Schömann gives counsel on the ideal type of room for records, their physical arrangement, room temperature, and preservation and repair. This number ends with the usual news items.

PHILIP P. BROWER

National Archives

LIST OF PUBLICATIONS RECEIVED

- American Historical Association, Committee on War Documents. *Index of Micro-filmed Records of the German Foreign Ministry and the Reich's Chancellery covering the Weimar Period, deposited at the National Archives*. Prepared by Ernst Schwandt. Washington, National Archives, 1958. 95 p.
- Belgium. Archives de l'État a Arlon. *Inventaire des Archives de la Seigneurie de Rachamps*. Par E. Hélin. Bruxelles, 1957. 29 p.
- Belgium. Archives de l'État a Mons. *Inventaire des Archives de la Ville de Thuin (1475-1890)*. Par Andrée Scufflaire. Bruxelles, 1957. 35 p.
- Belgium. Archives de l'État a Mons. *Inventaire des Archives du Grand Bailliage de Hainaut*. Par Andrée Scufflaire. Bruxelles, 1957. 23 p.
- Belgium. Archives Générales du Royaume. *Inventaire des Archives des États Belges Unis*. Par F. G. C. Beterams. Bruxelles, 1957. 31 p.
- Belgium. Archives Générales du Royaume. *Liste des Accroissements pour l'Année 1956*. Bruxelles, Ministère de l'Instruction Publique, 1957. 114 p.
- Belgium. Rijksarchief te Gent. *Inventarissen Land van de Woestijne en Heerlijkheid Woeste; Keure van Sleidinge; Daknam*. Door J. Buntinx. Brussel, 1957. 43 p.
- Ceylon. *Administration Report of the Government Archivist for 1956*. Colombo, Government Publications Bureau, 1957. 13 p.
- Connecticut State Library. *Selected Laws of Connecticut Relating to Retention and Reproduction of Public Records*. Compiled by Doris E. Cook. (*Miscellaneous Publication No. 1*). [Hartford], 1958. 18 p.

- Denmark. *Erhvervshistorisk Årbog*. (Meddelelser fra Erhvervsarkivet, IV, 1957). Universitetsforlaget I Aarhus, 1957. 96 p.
- Denmark. *Statsrådets Forhandlinger, 1848-1863*. III. Bind 3. September 1850-28. Januar 1852. Udgivet af Rigsarkivet ved Harald Jørgensen. København, I Kommission hos Ejnar Munksgaards Forlag, 1958. 664 p.
- Great Britain, Historical Manuscripts Commission. *Bulletin of the National Register of Archives*, no. 9. London, H. M. Stationery Office, 1957. 28 p.
- Great Britain, Historical Manuscripts Commission. *National Register of Archives; List of Accessions to Repositories*. London, H. M. Stationery Office, 1957. 49 p.
- Lutheran Church, Missouri Synod. *Minutes and Reports of the Fifth Archivists and Historians Conference of the Lutheran Church—Missouri Synod at Concordia Historical Institute, 801 De Mun, St. Louis 5, Missouri, October 8-9, 1957*. [St. Louis, 1958?]. 38 p.
- Maryland Hall of Records. *Twenty-Second Annual Report of the Archivist of the Hall of Records, State of Maryland For The Year July 1, 1956, Through June 30, 1957*. [Annapolis], 1958. 56 p.
- Netherlands. Rijksarchief in de Provincie Utrecht. *Repertorium op de Stichtse Leenprotocollen uit het Landsheerlijke Tijdvak I. de Nederstichtse Leenacten (1394-1581)*. Door Dr. A. Johanna Maris. 'S-Gravenhage, Ministerie van Onderwijs, Kunsten en Wetenschappen, 1956. 607 p.
- New York Historical Society. *Annual Report of The New York Historical Society for the Year 1957*. New York, 1958. 120 p.
- New Zealand, National Archives. *Archives of the Provinces of Auckland and Taranaki (Preliminary Inventory No. 7)*. Wellington, Department of Internal Affairs, January 1958. 15 p.
- New Zealand, National Archives. *Archives of the Provinces of Nelson and Marlborough and of the Nelson Trust Funds Board. (Preliminary Inventory No. 8)*. Wellington, Department of Internal Affairs, January 1958. 27 p.
- The Society of American Archivists. *1957 State Records Committee Reports; The Society of American Archivists*. n.p., [1958?]. Unpag. Contents: "1957 Comparative Study of State and U. S. Territorial Laws Governing Archives," comp. by Mrs. Mary Givens Bryan; "1957 Supplement to the 1956 Report on Records Disposal Policies in the States and Territories of the United States," comp. by Robert M. Brown; "Replevin of Public Records; Preliminary Report," comp. by Philip P. Mason.
- U. S. National Archives and Records Service. *Annual Report on the National Archives and Records Service From the Annual Report of the Administrator of General Services for the Year Ending June 30, 1957*. Washington, Government Printing Office, 1958. 17 p.
- U. S. National Archives. *List of World War I Signal Corps Films*. Compiled by K. Jack Bauer (*Special List no. 14*). Washington, 1957. 68 p. Processed.
- U. S. National Archives. *Records of the Office of the Postmaster General*. Compiled by Arthur Hecht (*Preliminary Inventory no. 99*). Washington, 1957. 16 p. Processed.
- U. S. National Archives. *Records of the War Trade Board*. Compiled by Alexander P. Mavro (*Preliminary Inventory no. 100*). Washington, 1957. 51 p. Processed.
- U. S. National Archives. *Cartographic Records of the Bureau of the Census (Record Group 29)*. Compiled by James Berton Rhoads and Charlotte M. Ashby (*Preliminary Inventory no. 103*). Washington, 1958. 108 p.
- Utah, State Historical Society. *Report of Utah State Historical Society for the Biennium July 1, 1954, to June 30, 1956*. [Salt Lake City, 1956.] 17 p.

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News Notes

H. B. FANT, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The following members have joined the Society since our last reporting:

Charles M. Adams, Library, Women's College, Greensboro, N. C.; Dean C. Allard, Jr., Arlington, Va.; Winston Broadfoot, Duke University Library; Theodore J. Cassady, Illinois State Archives; Charles E. Dewing, National Archives; Robert J. Feynn, Santa Fe, N. Mex.; Elasa B. Meier and Marcelle F. Schertz, Baton Rouge, La.; Vincent A. Nunziato, Chemical Corn Exchange Bank, New York; C. McKew Parr, McKew Parr Library, Chester, Conn.; Leslie A. Price, Jamestown, N. Y.; B. St. Aubin, LaFayette, Calif.; Temple W. Vaught, Department of the Army; O. G. Wilson, Bank of America, San Francisco. INSTITUTIONAL MEMBERS: Air Force Technical Library, Hanscom Field, Bedford, Mass.; Community Service Society of New York; Johnson and Johnson, New Brunswick, N. J.; Lederle Laboratories, American Cynamid Co.; Library Association of Portland, Oreg.; McGraw Hill Publishing Co., New York; Micro Photo, Inc., Cleveland; Mississippi Baptist Historical Commission, Clinton, Miss.; Olavarria and Co., New York; Oregon Management Research Division, Salem, Oreg.; Pratt Institute, Brooklyn, N. Y.; Rock Island Arsenal Library, Ill.; South Caroliniana Library, University of S. C., Columbia; Harry S. Truman Library, Independence, Mo.; Utah State Historical Society, Salt Lake City; Western Michigan University Library, Kalamazoo; World Methodist Council, Lake Junalaska, N. C.

FOREIGN MEMBERS: *Africa*—R. W. S. Turner, Central African Archives, Salisbury, Southern Rhodesia; the Government Archivist and Curator, Zanzibar; *Australia*—Lt. Col. Collas G. Harris, American Embassy, Melbourne; *Austria*—International Atomic Energy Agency, Vienna; *Canada*—B. Carruthers, International Civil Aviation Organization, Montreal; A. H. Cranbury, Steel Co. of Canada, Hamilton; T. Eaton Co., Toronto; New Brunswick Museum, Saint John; Edward C. Scott, Ottawa; *England*—British Museum; *Finland*—Helsinki University Library; *Guatemala*—Joaquín Pardo, Archivo Nacional, Guatemala City; *Israel*—Government Archives and Library, Jerusalem; *Rumania*—Biblioteca Academiei, Bucarest; and *Vietnam*—Phan Vo Ky, National Library and Archives, Saigon.

COMMITTEES

Supplementing the lists of the Society's committees for 1957-58 (see our April issue, p. 225), the secretary announces that the chairman of the Audio-Visual Records Committee for the current year is John Flory, Eastman Kodak Co., Rochester, N. Y.; and the chairman of the International Relations Committee is Theodore R. Schellenberg, National Archives and Records Service. As chairman of the Church Records Committee, the Rev. Thomas T. McAvoy has been succeeded by the Rev. August R. Suelflow, Concordia Historical Institute, St. Louis, Mo. Other members of the Church Records Committee are Belden Menkus, Mabel Deutrich, the Rev. George Boyle, Alcuin Greenburg, Worth M. Tippy, Nelson Springer, Robert Shosteck, and Father Thomas T. McAvoy.

THE AMERICAN ARCHIVIST

MINUTES OF THE COUNCIL

MAY 22, 1958

The spring Council meeting was called to order at 11:00 a. m. on May 22, 1958, by President William D. Overman in the National Archives conference room, Washington, D. C. Present were the vice president, the secretary, and the treasurer; and Council members Lucile Kane, Wayne C. Grover, and Morris Radoff. The editor, G. Philip Bauer, and Council members David Duniway and Thornton Mitchell were unable to be present.

The secretary read the minutes of the December 1957 Council meeting, which were approved as read. Since the minutes of the annual business meeting of October 3, 1957, and of the Council meeting of the same date were published in the January 1958 issue of the *American Archivist*, it was voted to accept them as printed.

Several items of correspondence of general interest were read by the secretary, relating to archival developments in Kentucky, Arizona, and New Mexico. These were ordered filed for reference.

Reports of the officers followed. President Overman presented a question raised by Lester J. Cappon, 1957-58 chairman of the Committee on Professional Standards, as to whether the members of this committee should act as a committee with a different name for the election of Fellows of the Society. The consensus was that the intent of the Society's members was to assign this function to the Committee on Professional Standards, since its specified membership of all past Presidents of the Society conformed to the constitutional provision for the election of Fellows. On motion of Morris Radoff, seconded by Leon de Valinger, Jr., it was unanimously voted that the Committee on Professional Standards be charged with the annual election of Fellows in accordance with article 10 of the constitution as amended October 3, 1957.

A discussion ensued on the form of document that would be appropriate as evidence of the election of a Fellow. At the request of President Overman Mrs. Renze presented suggestions to the Council for consideration. A certificate was approved and the general format was tentatively agreed upon. The secretary was instructed to work out the necessary details in order to have the certificates ready in time for the announcement of the election of Fellows at the 1958 annual meeting. The Finance Committee was authorized to review and approve the costs involved in preparing the certificates, which it was agreed should be of a quality conforming to professional dignity.

The president also brought to the Council's attention that additions to the mailing list were occurring, mainly in the area of exchanges, that had not been cleared through the secretary's office. He restated the need for cooperation in this matter and asked that the editor, the book review editor, and the bibliography editor make prior clearance through the secretary's office on commitments for exchange subscriptions to the *American Archivist*, the secretary in turn to advise the treasurer and the printer of such additions.

Dr. Grover reported informally that during the summer, under the direction of Theodore Schellenberg, the National Archives would conduct field archival

workshops at the Federal record centers in Seattle, San Francisco, Los Angeles, Clearfield, and Denver.

Mrs. Renze made a progress report on arrangements for the 1958 annual meeting. Mrs. Renze and Miss Taylor met with the Local Arrangements Committee in Salt Lake City late in February to assist in the plans for the meeting.

Mrs. Renze reported that Charles E. Hughes, Jr., had requested that the Local Arrangements Committee for the 1959 annual meeting in Philadelphia be appointed as soon as possible. A letter from Philip C. Brooks was read, asking that the invitation from the Harry S. Truman Library to hold the 1960 annual meeting at Independence, Mo., be considered for 1961 instead.

A progress report on the processing of the Society's archives was made by Mrs. Renze. Mrs. Elleine Stones, formerly of Detroit and now of Denver, has been doing generous volunteer work under the secretary's direction in further refinement of the inventorying and arrangement of the records. She has almost completed assembling the information that will enable the secretary to prepare a preliminary guide to the Society's record holdings. It was noted that there are some serious gaps in the series of correspondence of past presidents, and on motion of Leon de Valinger, Jr., seconded by Oliver W. Holmes, the secretary was urged to make every effort to obtain from past presidents such records as will complete the series. Morris Radoff and Wayne Grover stated that their correspondence had been microfilmed and passed on to Ernst Posner and that possibly that microfilm could be located for the record. Approval was voted to complete the secretary's file of the *American Archivist*, 1954-57, and to arrange for binding these volumes. The secretary's name is to be placed on the mailing list to receive an official record copy of the *American Archivist*.

The treasurer presented his report on finance and filed a record copy with the secretary. He also read the amendment to the agreement for indexing the *American Archivist*. On motion of Mr. de Valinger, seconded by Dr. Grover, the amended agreement was confirmed by the Council. An executed copy of the agreement is filed with the secretary. The treasurer explained to the Council that the cost of the *American Archivist* index will be divided by the probable number of sales and the sale price of the publication will be determined accordingly.

At 12:25 p. m. the meeting recessed for luncheon at the Cosmos Club, through the courtesy of Dr. Grover.

The Council reconvened at 2:20 p. m. in President Overman's suite at the Mayflower Hotel. The next order of business was a report by Oliver W. Holmes, chairman of the special Committee on the Waldo Gifford Leland Prize. The recommendations of the committee were presented and filed with the secretary, along with the records of the committee's deliberations. With suggestions for minor revision, the Council adopted the committee's report. On motion of Leon de Valinger, Jr., seconded by Morris Radoff, the secretary was instructed to prepare a resolution to adopt the Waldo Gifford Leland Prize Committee as one of the Society's standing committees.

A communication was read from Robert E. Kingery, chairman of the American Standards Association's Sectional Committee in the field of library work and documentation "Z39," extending an invitation to the Society of American Archivists to participate in the work of "Z39." The Council signified agreement in principle to the proposal, and President Overman named G. Philip Bauer to act as the Society's representative in this matter.

Several other matters of interest to the Society were then informally discussed. Among them were (1) the possibility of promoting and developing the class of sustaining memberships in the Society, (2) the placement service, and (3) the desirability of publishing a series of bulletins or reprints from the *American Archivist* of articles for which the recurring demand has exhausted the available supply. The subjects suggested for early consideration were Morris Radoff's articles on calendaring, an updated report of the Long Range Planning Committee, and Oliver W. Holmes' articles on business records. It was moved by Mr. de Valinger, seconded by Mrs. Renze, and concurred in by the Council that the question of such a bulletin be referred to the editor for a report to the Council at its December 1958 meeting.

The secretary reported that the State Records Committee would sponsor a preconference workshop in cooperation with the Microfilm Advisory Committee on Saturday, August 16, at Salt Lake City. These committees are especially interested in exploring the cooperative civil defense program as it relates to the preservation of vital State and local records. There followed an informal discussion of the proposed civil defense vital record preservation program. The secretary was instructed to assist the committees with their projected plan and to clear arrangements with the program chairman.

The secretary also reported that the members of the State Records Committee believe there is a need for more formal cooperation through the Society's committees in areas of mutual interest between the National Archives record centers and the various State archival agencies and that perhaps a standing committee might be appointed to function in the area of Federal-State record relations. On motion of Dr. Grover, seconded by Miss Kane, the secretary was directed to explore the formation of such a committee and to report at the August Council meeting.

There being no further business, the meeting adjourned at 5:30 p.m.

DOLORES C. RENZE, *Secretary*

WILLIAM D. OVERMAN, *President*

The annual bibliography of writings on archives and manuscripts, which formerly was published in our October issue will appear as it did last year in two installments in the January and April issues.

The "Georgia gavel," presented to the Society at its Columbus meeting in 1957 by Mary Givens Bryan, Director of the Department of Archives and History, Atlanta, was used for the second time at the annual meeting of the Society this year in Salt Lake City. Made in the 1850's of wood from a tree on the farm of Nancy Hart, Georgia's Revolutionary War heroine, the gavel

was presented to Alexander H. Stephens before the Civil War and was used by him as Vice President of the Confederate States and later as Governor of Georgia.

NATIONAL ARCHIVES AND RECORDS SERVICE

A new division, the World War II Records Division, has been established within the National Archives. Its holdings consist of the records of the Departments of the Army, the Navy, and the Air Force from 1939 to 1951; many of these records were formerly in the Departmental Records Branch of The Adjutant General's Office. Sherrod E. East, former head of that branch, is head of the new Division, and Philip P. Brower is head of its Archival Operations Branch, Wilbur J. Nigh of its Reference Branch, and Lewis M. Robeson of its Security and Services Branch.

The National Archives has recently issued the following preliminary inventories: no. 104, *Records of the Bureau of Agricultural Economics*, compiled by Vivian Wiser; no. 105, *Records of the Coast and Geodetic Survey*, compiled by Nathan Reingold; no. 106, *Records of the Bureau of Animal Industry*, compiled by Harold T. Pinkett; no. 107, *Records of the Appropriations Committee of the House of Representatives: Subcommittee on the Works Progress Administration, 1939-41*, compiled by George P. Perros; no. 108, *Records of the House of Representatives Select Committee of Inquiry into Operations of the United States Air Services, 1924-25*, compiled by George P. Perros; and no. 109, *Records of the Bureau of Reclamation*, compiled by Edward E. Hill.

"Early Business Statistical Operations of the Federal Government," by Meyer H. Fishbein, is the feature article in *National Archives Accessions*, no. 54. Based on records in the National Archives, the article describes statistical operations pertaining to commerce and navigation, census enumerations, and agriculture, 1789-1890. Accessions for the year July 1, 1956-June 30, 1957, are described in the same issue.

As part of its program to facilitate the use of records in its charge the National Archives has published several guides prepared by the American Historical Association's Committee for the Study of War Documents. The first of these, the *Index of Microfilmed Records of the German Foreign Ministry and the Reich's Chancellery Covering the Weimar Period*, lists microfilm accessioned by the National Archives from the Department of State. The others are guides to German records microfilmed at Alexandria, Va.: no. 1, *Records of the Reich Ministry of Economics*; no. 2, *Records of the Office of the Reich Commissioner for the Strengthening of Germanism*; no. 3, *Records of the National Socialist German Labor Party*; and no. 4, *Records of the Organization Todt*.

Recent additions to the National Archives microfilm publications are the compiled service records of Confederate soldiers who served in organizations from the State of Florida (104 rolls), and population schedules of the 1820 Census for the States of Louisiana (3 rolls), Mississippi (2 rolls), and Pennsylvania (19 rolls).

Information about the microfilm and copies of the publications, as well as of a new list of publications, may be obtained from the Exhibits and Publications Branch, National Archives, Washington 25, D. C.

NATIONAL HISTORICAL PUBLICATIONS COMMISSION

The membership of the National Historical Publications Commission now includes: Wayne C. Grover, Archivist of the United States, Chairman; G. Bernard Noble, Chief of the Division of Historical Policy Research, Department of State; Rudolph A. Winnacker, Historian for the Office of the Secretary of Defense; David C. Mearns, Chief of the Manuscript Division, Library of Congress; Felix Frankfurter, Associate Justice of the U. S. Supreme Court; Wallace F. Bennett, U. S. Senator from Utah; George P. Miller, U. S. Representative from California; Tracey E. Strevey, dean of the College of Letters, Arts, and Sciences, University of Southern California; Guy Stanton Ford, executive secretary emeritus, American Historical Association; Julian P. Boyd, editor of *The Papers of Thomas Jefferson*; Wilfred E. Binkley, professor of history and political science, Ohio Northern University. Philip M. Hamer is the Commission's Executive Director.

A formal meeting of the Commission, convened at the National Archives on the morning of June 17, 1958, was followed by a luncheon in the Old Supreme Court Chamber in the United States Capitol, in honor of editors, sponsors, and patrons of documentary publication projects. Franklin Floete, Administrator of General Services, presided at the luncheon; Sam Rayburn, Speaker of the House of Representatives, and Earl Warren, Chief Justice of the United States, gave addresses in praise of the Commission's program; and President Dwight D. Eisenhower sent a commendatory letter.

At the luncheon Robert E. Cushman, former president of the American Political Science Association and former head of the department of government at Cornell University, was introduced as the editor in charge of the preparation of a documentary history of the ratification of the Constitution and its first 10 amendments. This project, under the direct auspices of the Commission, is financed by a grant from the Ford Foundation.

Documentary publication projects already under way with help and encouragement from the National Historical Publications Commission now include those for publication of the Adams Family Papers, Lyman H. Butterfield, editor; the Francis Asbury Papers, Elmer T. Clark, editor; the John C. Calhoun Papers, R. L. Meriwether, editor; the John Carroll Papers, William D. Hoyt, Jr., editor; the Henry Clay Papers, James F. Hopkins, editor; the Benjamin Franklin Papers, Leonard W. Labaree, editor; the Alexander Hamilton Papers, Harold C. Syrett, editor; the Rutherford B. Hayes Papers, Watt P. Marchman, editor; the Thomas Jefferson Papers, Julian P. Boyd, editor; the Andrew Johnson Papers, LeRoy Graf and Ralph W. Haskins, editors; the James Madison Papers, William T. Hutchinson and William M. E. Rachal, editors; the James K. Polk Papers, Herbert Weaver, editor; and the Woodrow Wilson Papers, Arthur S. Link, editor.

Many of the editors and some of their assistants were present at a conference in the National Archives on the afternoon of June 17 to talk over their common interests. Julian P. Boyd presided.

FEDERAL REGISTER DIVISION

The Federal Register Division of the National Archives and Records Service announces the release of the 1949-53 compilation of Presidential documents published under Title 3 of the *Code of Federal Regulations*. This publication is the third in a series begun in 1943. The two earlier editions contain similar Presidential documents published during the periods June 2, 1938-June 1, 1943, and June 2, 1943-December 31, 1948, respectively.

The new volume contains the full text of Presidential documents published in the *Federal Register* during the period January 1, 1949, through December 31, 1953, with tabular finding aids and a consolidated index. The documents included in the compilation are proclamations, Executive orders, reorganization plans, and certain administrative orders. These Presidential documents are by law prima facie evidence of the text of the original documents and are required to be judicially noticed.

Entitled *Title 3, 1949-1953 Compilation, of the Code of Federal Regulations*, the 1225-page volume is on sale by the Superintendent of Documents, Government Printing Office, Washington 25, D. C., at \$7.00 a copy.

FRANKLIN D. ROOSEVELT LIBRARY

The Library has published on microfilm the stenographic transcripts of Franklin D. Roosevelt's press conferences, which comprise a total of about 13,000 typewritten pages. There is one roll of film for each year, 1933-45, and each roll has been indexed. Less than 10 percent of the text of these press conferences had previously been published.

Important recent acquisitions of the Library are the papers of Wayne Coy, John M. Carmody, William D. Hassett, and Harley M. Kilgore. The papers of Wayne Coy are now available for research.

OFFICE OF RECORDS MANAGEMENT

On June 25, 1958, the Bureau of the Budget approved the transfer of four Navy record management centers to the National Archives and Records Service of the General Services Administration. Beginning on July 1 the Service assumed operational responsibility for the Navy's centers at Clearfield, Utah; New Orleans, La.; Alexandria, Va.; and Mechanicsburg, Pa. The Navy will continue to operate its military personnel record center at St. Louis, Mo.

On July 1 most of the former Army Military Records Branch in Alexandria, Va., was made part of the National Archives (see above). This removed it from the organizational structure of the Washington, D. C., Federal record center.

In May the seventh Records Management Handbook, *Protecting Vital*

Operating Records, was published. This fall, the eighth Handbook, *Forms Management*, is being released.

Correspondence management workshops are now being given in all parts of the country under the sponsorship of the National Archives and Records Service. By June 30 some 380 agency executives in Washington had received instruction and almost 1,600 Federal officials in the field had participated in the workshops.

LIBRARY OF CONGRESS

Recent acquisitions of the Manuscript Division include about 6,000 personal papers of Alton B. Parker, New York State judge from 1886 to 1904 and Presidential candidate of the Democratic Party in 1904; a first installment of the papers of Theodore Roosevelt, Jr., including over 200 letters, 1890-1918, from his father; and about 270 letters written by members of the Izard family, 1801-26, chiefly by Ralph Izard, Jr., son of the Revolutionary patriot and U. S. Senator from South Carolina. The Library has now acquired outright the Bradley family papers, some of which were deposited there in 1932. The collection comprises about 500 items, 1777-1881, and includes the papers of one of the first U. S. Senators from Vermont, Stephen Row Bradley. Additions to existing collections include about 1,000 more items pertinent to Oscar T. Crosby, Assistant Secretary of the Treasury under President Wilson; 47 autograph letters and a signed tribute to Lincoln, by Edwin Arlington Robinson; and some 700 more letters of Harold L. Ickes, including correspondence with Hiram Johnson, Charles E. Merriam, and Frank Knox.

Five of the Library's collections of the papers of Presidents — those of Jefferson, Madison, Van Buren, Polk, and Lincoln — have been reproduced on microfilm. The Manuscript Division now has available over 80 rolls of materials of American interest microfilmed during the last 2 years at the Public Record Office in London and the National Register Office in Edinburgh. The joint program of the Library of Congress and the Committee on Documentary Reproduction of the American Historical Association, supported by a \$15,000 Ford Foundation grant, has resulted in the microfilming abroad of other foreign documentary materials, including unpublished inventories and catalogs in the libraries and archives of France, Italy, Austria, and the Netherlands.

A collotype facsimile of Lincoln's scrapbook of the Lincoln-Douglas debates, with corrections in Lincoln's hand, entitled *The Illinois Political Campaign of 1858*, was published by the Library on May 14 and can be bought for \$10 from the Card Division, Library of Congress, Washington 25, D. C. Its introduction was written by David C. Mearns. The Card Division also has for sale, for 80 cents, a guide published by the Library in June under the title *Booker T. Washington; a Register of His Papers in the Library of Congress*.

C. Percy Powell of the Manuscript Division became research director of the Abraham Lincoln Sesquicentennial Commission on May 18. Fred Shelley, librarian of the New Jersey Historical Society, will substitute for Dr. Powell during his absence from the Manuscript Division.

Lloyd Allen Dunlap, who was assistant editor of *The Collected Works of Abraham Lincoln*, published by the Rutgers University Press in 1953, has been appointed consultant in Lincoln studies and is assigned to the Manuscript Division.

TECHNICAL DEVELOPMENTS

On March 31 the Council on Library Resources announced from Washington that it had contracted with the De Florez Co. of New York City and the Radio Corp. of America to design a book-cradle with an automatic page-turner to expedite copying from printed books by photography, television, or telefacsimile. Such a development, if successful, would undoubtedly find at least limited application to bound archival materials such as registers, account books, and letter books.

The *New York Times*, in an editorial on the lessons of the fire at the Museum of Modern Art on April 14 — when one person was killed, 30 persons were injured, and some costly art works were damaged or lost — concludes that the blaze will have done some good

if it calls public attention to the need for strict law enforcement as to flammable construction in fireproof buildings, to the hazards of even legal escape stairwells when doors are left open and to the danger of the slightest delay in sounding the alarm whenever a fire breaks out.

A booklet on a complete line of movable interior walls of steel and glass, which contribute to fire safety, can be had by writing to the E. F. Hauserman Co., 6800 Grant Ave., Cleveland 5, Ohio.

The American Standards Association, 70 East 45th St., New York 17, N. Y., has announced the appointment of the following subcommittees in the field of library work and documentation: abbreviation for periodicals; bibliographical references; indexing; proof correction signs; reference data for periodicals; statistics for libraries; and transliteration.

Some of the circumstances under which *microfiche* may be superior to microcard or ordinary microfilm are explained in the April 1958 issue of *American Documentation*. By the definition of W. de Haas, information officer of the library of the Technological University of Delft, the Netherlands, a microfiche is "a piece of flat transparent film," size 9 x 12 cm. or 3 x 5 in., "for reproducing pages or documents in microform." The usual number of pages reproduced on one microfiche is about 40, but the number may vary from about 32 to 125. The Microfiche Foundation (Microkaart Stichting), founded in 1954, endorses a simple reader bearing the trade name Dagmar.

A Society for the History of Technology is in process of formation. Applications for charter membership (\$10) may be sent to Prof. Melvin Kranzberg, Room 315, Main Building, Case Institute of Technology, Cleveland 6, Ohio. The first issue of the society's journal, *Technology and Culture*, is expected to appear about a year from now.

INTERNATIONAL NEWS

E. N. Petersen, head of the Libraries Division of UNESCO and editor of UNESCO'S *Bulletin for Libraries* has announced to the International Council on Archives that he will be glad to publish in the *Bulletin* short articles, news items, and reviews of new publications on archives. The Council believes that, although *Archivum* carries such material, it would not be superfluous to publicize archival affairs among librarians through this *Bulletin*, which appears in four languages and is widely circulated. Articles or notes for publication in the *Bulletin* should be sent to Gustav Vaucher, Assistant General Secretary of the International Council (Archives d'État, Hôtel de Ville, Geneva, Switzerland), who will transmit them to the UNESCO *Bulletin*.

The fourth International Round Table of Archives met May 20-22, 1958, at Wiesbaden. The following countries were represented by the 37 official delegates: Germany (both West and East), Austria, Belgium, Denmark, France, Great Britain, Hungary, Italy, Luxembourg, the Netherlands, Poland, Portugal, Romania, Spain, Sweden, Switzerland, Turkey, the Soviet Union, and Yugoslavia. Portugal and Romania were represented for the first time.

FOREIGN NEWS

Australia

Having decided "to select and promote a small group of officers for the special task of developing a more systematic control over all departmental records," the Commonwealth Public Service Board issued this year at Canberra a 39-page printed outline of a departmental registrars training course. Chief Archivist I. Maclean of the Commonwealth National Library, Registrar I. Menear of the Department of the Navy, and Registrar R. Saunderson of the Department of Labour and National Service constituted the steering committee responsible for managing the course, which proceeded under the general direction of S. A. Moignard, Assistant Inspector (Departmental Training), Public Service Board, aided by N. J. Attwood, Assistant Inspector, Public Service Inspector's Office, Melbourne.

Belgium

Since May the address of the Archives Générales du Royaume has been Galerie Ravenstein no. 78, rue Ravenstein 18, Bruxelles I.

Canada

The National Air Photo Library at Ottawa, under the direction of E. J. Meek, now has some 2,620,000 aerial photographs available for general reference use. The collection was built up as the result of extensive air mapping, which now extends to all but 2 percent of Canada's land. The significance of the coverage can be realized from the fact that the land area of Canada is slightly larger than that of the continental United States.

Germany

According to a United Press dispatch from Munich, the Government took steps on April 28 to prevent the breakup by auction of a collection of 8,000

letters and notes, among them Napoleon Bonaparte's letters to his second wife, the Empress Marie-Louise. An auction house had hoped to receive about \$240,000 from a piecemeal sale of the documents, which had been owned by the Austrian Montenuovo family, descendants of the Empress.

Great Britain

As many as 48 repositories in England and Wales arranged silver jubilee exhibitions to celebrate the 25th anniversary of the British Records Association. At the Public Record Office in London a special exhibition of historical documents illustrated the work of the association's record preservation section.

India

Among the unusual activities reported from the National Archives of India for December 1957 was the repair of 52 birch-bark manuscripts. During the same month, 15,409 sheets of conventional records were laminated, 14,716 sheets were deacidified, and 2,710 sheets were repaired.

Israel

Except for certain material that remains at Mount Scopus, the holdings of the Jewish Historical General Archives were transferred last autumn from dispersed localities in Jerusalem to newly equipped quarters in the Yad Va-Shem Building on Har Ha-Zikaron (Hill of Remembrance). Daniel J. Cohen has succeeded the late Joseph Meisl as director.

Panama

The files of the *Panama Star and Herald*, "the oldest English language journal in continuous publication on the West Coast of the Americas," for the period 1849-1914 are being microfilmed in Panama under the technical direction of George T. Smisor of the University of California Library. Details may be obtained from N. A. Kovach Microfilm Department, 4801-9 Second Ave., Los Angeles 43, Calif.

CALIFORNIA

The Bancroft Library has acquired several holograph letters of Ambrose Bierce and 11 scrapbooks made by his physician, largely from Bierce's newspaper columns, 1882-1902. In honor of the late Eleanor Bancroft's distinguished service as an employee of the Bancroft Library, more than a hundred well-wishers have contributed over \$3,000 toward a memorial to her.

The California Historical Society is collecting the papers of Adolph Sutro with considerable success and would still like to know of Sutro items that have not been brought to its attention.

The national meeting of the Manuscript Society was held this year at Los Angeles, July 10-12, conveniently near the time of the meeting of the American Library Association at San Francisco, July 14.

On June 1 Robert Ormes Dougan succeeded Leslie E. Bliss as head of the Henry E. Huntington Library, San Marino. Mr. Bliss will continue to gather Southwestern material and will be available as a consultant.

COLORADO

A shift, begun June 30, from the use of standard file cabinets to the use of open-shelf files is expected to save \$90,000 a year in the Air Reserve Records Center, Denver, in handling records of over half a million reservists.

Dolores Blanche Kopel and Gerald H. Kopel, former assistant archivists on the staff of the Colorado Archives, now practice law under the firm name Kopel and Kopel. In May Mr. Kopel won the Nathan Burkan memorial competition sponsored annually by the American Society of Composers, Authors, and Publishers to stimulate interest in copyright law.

CONNECTICUT

Leon deValinger, Jr., State Archivist of Delaware, spoke on preservation and duplication of records, at the third conference of election officials conducted by the office of Connecticut's secretary of state. The meeting was held at the State Veterans Home and Hospital, Rocky Hill, on May 8 last.

DELAWARE

At the annual meeting of the Public Archives Commission on June 25, Mrs. Henry Ridgely of Dover was presented with a tooled leather album of pictures relating to Delaware's archival and historical progress. An officer of the commission since its inception in 1905, first as treasurer and for the past 30 years as president, Mrs. Ridgely declined reelection. David F. Anderson of Wilmington, formerly the commission's treasurer, is now its president, and Henry P. Cannon II of Bridgeville has become treasurer. George M. Fisher of Dover was reelected vice president. Other commission members, Mrs. Edward W. Cooch, Sr., and Mrs. James M. Tunnell, Jr., attended the meeting. At the end of the session Leon deValinger, Jr., State Archivist and director of the Delaware State Museum, reported on recent progress at the Hall of Records, the State Museum, and the Dickinson Mansion.

DISTRICT OF COLUMBIA

At the second meeting of the District of Columbia committee of the Forest History Foundation, held at the American Forestry Association headquarters on April 1, the committee discussed the nature and amount of documentary materials in the local area pertaining to forest history and the methods of preserving such materials. Special attention was focused on the need to establish a local depository for business and personal papers of this kind. Charles D. Bonsted, of Syracuse, N. Y., field representative of the Forest History Foundation was present at the meeting. Fred E. Hornaday, executive vice president of the American Forestry Association, is temporary chairman of the District of Columbia committee, whose other members are Ovid Butler, AFA's executive director emeritus; Solon J. Buck, historian and former Archivist of the United States; Henry Bahi, vice president and general counsel of the Na-

tional Lumber Manufacturers Assn.; A. Z. Nelson of that association's economics and statistics division; James C. McClellan, chief forester, and John C. Witherspoon, forester, American Forest Products Industries; Arthur B. Meyer, editor of the *Journal of Forestry*; Christopher M. Granger, former assistant chief of the U. S. Forest Service, and Charles E. Randell, present member of its Division of Information; John Shanklin, staff assistant in the Department of the Interior; Ernst Posner, former president of the Society of American Archivists; Harold T. Pinkett, an archivist in the Natural Resources Records Division of the National Archives; and Joseph Vance, a member of the Manuscript Division of the Library of Congress. One member of the committee, G. H. Collingwood of the Legislative Reference Service of the Library of Congress, died on April 2.

In mid-April the headquarters office of the National Society of the Daughters of the American Revolution announced its acquisition of a collection of autograph letters, manuscripts, and documents representing every member of the Constitutional Convention of 1787. The announcement credited Thomas R. Proctor of Utica, N. Y., with completing the collection in 1905.

The Director of Naval History, Navy Department, Washington 25, D. C., is assembling information about unpublished documentary materials concerning the naval and maritime history of the American Revolution. The Department intends to publish a substantial documentary history of the naval aspects of the conflict. William Bell Clark of Brevard, N. C., is assisting in the project.

Robert Shosteck is the acting curator of the museum and archives opened at the new B'nai B'rith Building, 17th St. and Rhode Island Ave., N. W., Washington 6, D. C.

FLORIDA

Elwood R. Maunder, executive director of the Forest History Foundation, recently visited two repositories of forest history materials in the State: the Yonge Memorial Library at the University of Florida, Gainesville, and the Southern Business History Center at Florida State University, Tallahassee.

The southeastern section of the Society of American Foresters met in Panama City, January 30-31, 1958. The archives of the section, which has had a history committee since 1955, are at the University of Georgia, Athens.

The Panton, Leslie and Co. papers, including documents and correspondence of the Governors of Louisiana and West and East Florida and of other notables, have been deposited in the library of the Florida Historical Society, in memory of Marie Taylor Greenslade, who edited many of the papers for publication in the *Florida Historical Quarterly*.

IDAHO

In mid-July H. J. Swinney, director of the Idaho Historical Society, assisted as a lecturer in the summer seminar of the New York State Historical Association, at Cooperstown, N. Y.

ILLINOIS

The April 1958 issue of *Illinois Libraries* is entitled "The Manuscript Issue." The issue, which is dedicated to Margaret C. Norton, first State Archivist of Illinois, will be reviewed in a future issue of the *American Archivist*.

INDIANA

Margaret Pierson, State Archivist, is working with the Commission on Public Records and the State Office Building Commission in planning a central storage area for intermediate State records. Construction of the State office building will start in 1959.

KANSAS

Over 90 file drawers of the letters and papers of Alfred M. Landon have been deposited in the Kansas State Historical Society. A prominent businessman, Mr. Landon was a popular Governor of Kansas, 1933-37, and became widely known in 1936 as Republican candidate for President. With Mr. Landon's permission, the papers may be used for research.

KENTUCKY

Jacqueline Bull, archivist of the University of Kentucky, reports that many Kentuckians were gratified last spring by the passage of a law to provide for the care of the State's public records. By it Kentucky establishes a State Archives and Records Commission, composed of nine members appointed by the Governor. The commission, which has the power to appoint a Director of the Archives and Records Service, is charged with the duty of establishing procedures for selecting records to be preserved and to be destroyed, for setting up standards for microfilming public records, and for collecting and distributing departmental reports and publications.

MARYLAND

Roger Thomas, well known in the archival profession, died on June 16, 1958, at Annapolis, where he was a senior archivist at the Maryland Hall of Records. His wife, Elizabeth Winston Meade, also a member of the Society of American Archivists, survives him.

Mr. Thomas was born at Ashland, Ohio, on February 6, 1896. He took his B. A. degree at the University of Michigan in 1918 and his M. A. degree in 1922. Over the years he also studied at the Universities of Wisconsin, Chicago, and Texas and at Columbia, Boston, and Harvard Universities. He taught English at St. Mary's Seminary, 1918-21; rhetoric at the University of Michigan, 1921-22; comparative literature at the University of Texas, 1922-26; and English at Boston University, 1928-34. During the W. P. A. era, 1938-42, he was chief editor for the writers project in Massachusetts.

After Roger Thomas came to the Maryland Hall of Records in 1942 he

took an active part in the affairs of the Society of American Archivists. He served on several of its committees, was a member of the editorial board of the *American Archivist*, and was secretary of the Society for the years 1950-53. Mr. Thomas participated in the editing and production of the following volumes of the *Calendar of Maryland State Papers*, published by the Hall of Records Commission: No. 1, *The Black Books* (1943); No. 3, *The Brown Books* (1948); No. 4, Part One, *The Red Books* (1950); No. 4, Part Two, *The Red Books* (1953); No. 4, Part Three, *The Red Books* (1955); and No. 5, *Executive Miscellanea* (1958). He also published many book reviews in this journal, in the *Maryland Historical Magazine*, and in the *United States Quarterly Book Review*. He wrote the chapter on southern Maryland for *The Old Line State, a History of Maryland*, edited by Morris L. Radoff (Hopkinsville, Ky., 1956).

His quiet and friendly presence will be missed by our members.

MASSACHUSETTS

Construction has begun on the much needed new quarters for the Massachusetts Archives under the front lawn of the State House in Boston. According to reporter Robert Killam, writing in the *Boston Sunday Herald* for June 15, 1958, the building is scheduled for completion in May 1959.

Harvard University's war contract records, described by Robert W. Lovett in the January 1947 issue of this magazine, have been reduced from the contents of some 300 file cabinets to a basic core retained in 30 file cabinets. Through the helpful intervention of Rep. John E. Moss of California, chairman of the Government Information Subcommittee of the Government Operations Committee of the U. S. House of Representatives, the university was authorized to burn some of the routine housekeeping records and to transfer to the Office of Naval Research some of the other material.

MICHIGAN

The extensive papers of the late Blair Moody, U. S. Senator, now constitute part of the Michigan Historical Collections at the University of Michigan.

A list of the publications of the Michigan Historical Commission and of the Historical Society of Michigan may be obtained free upon request to the society, Lewis Cass Bldg., Lansing 13.

MINNESOTA

At the annual dinner of the Forest History Foundation, held this year on April 23 at the Minneapolis Club, Clifford L. Lord, president of the Association for State and Local History, bestowed the association's award of merit on the foundation. At the dinner also was announced the selection of three more fellows of the foundation: Robert E. Slaughter, president of the Central Lumber Co. of Stillwater, Minn.; August C. Krey of Austin, Tex., professor emeritus of history, University of Minnesota; and Ralph S. Hosmer of Ithaca, N. Y., professor emeritus of forestry, Cornell University.

Officers of the foundation for the coming year are as follows: president, Theodore C. Blegen; vice president, Ralph W. Hidy; secretary and executive director, Elwood R. Maunder; treasurer, Clarence G. Frame; assistant secretary, Clodaugh M. Neiderheiser; and assistant treasurer, Charles J. McGough.

MISSISSIPPI

Research in the Mississippi Department of Archives and History is the title of an 11-page orientation pamphlet now being distributed by Charlotte Capers, the department's director, War Memorial Building, 120 North State St., Jackson. Another popular item available for distribution is a printed map folder, *Historical Mississippi*, which calls attention to some 65 places of historic interest in the State.

A list of the main collections of lumber industry archives now at the University of Mississippi is printed in the Spring 1958 issue of *Forest History*.

MISSOURI

Charles J. Ermatinger, librarian at the Knights of Columbus Vatican Film Library, Saint Louis University, has called the attention of the editor to an error in a news note that appeared under the heading *Italy* in the July 1957 issue of this magazine. Mr. Ermatinger has under his care reproductions of Vatican Library material; his institution has microfilmed nothing in the Vatican Archives.

On February 1, 1958, the total membership of the State Historical Society of Missouri, Columbia, was 10,802. Sarah Guitar and Floyd C. Shoemaker have compiled and edited for the society volume 18 of *The Messages and Papers of the Governors of the State of Missouri*. This volume contains the official papers of Gov. Phil M. Donnelly's second administration, 1953-57.

NEW YORK

Columbia University has acquired some 2,000 items deriving from the operations of the mayor's court in New York City, 1681-1819.

John H. G. Pell, head of a Wall Street investment firm and authority on the history of the Champlain Valley, has been elected to the board of trustees of the New York State Historical Association. Mr. Pell, as president of the Fort Ticonderoga Association, is active in promoting the Champlain Festival.

Nathaniel E. Stein of New York City has the largest individually-owned collection of fragments from Washington's "Discarded Inaugural Address" of 1789, a long manuscript that Jared Sparks dispersed as souvenir pages. The Spring 1958 issue of *Manuscripts* contains an article about the address, by Mr. Stein, president of the Manuscript Society.

The editorial principles that underlie such undertakings as the current compilation of *The Papers of Thomas Jefferson* were discussed by the editor, Julian P. Boyd, before the Anglo-American Conference of Historians in Lon-

don, on July 10, 1957. Mr. Boyd spoke again on the same subject before the New York State Historical Association's local history workshop at Hamilton College, Clinton, N. Y., on September 7, 1957. The revised address may be read in the January 1958 issue of *New York History* under the quaint title "God's Altar Needs Not Our Pollishing."

NORTH CAROLINA

A kinescope recording of a program televised by station WUNC-TV to feature the North Carolina Department of Archives and History can be had by writing to the department at Box 1881, Raleigh. The hour-long program consists of an interview with Christopher Crittenden, Director, by a reporter who is conducted on a tour of facilities and operations.

Through funds donated in one instance by the North Carolina Society of the Daughters of Colonial Wars, and the other by the Virginia Dare chapter of the Daughters of the American Colonists, two of North Carolina's archival treasures have been laminated: the manuscript Council Journal, 1743-1750, and the Minutes of the General Court, 1695-1703.

New appointees to the staff of the Department of Archives and History include three archivists, Carolyn Green, John L. Long, and James L. Fish; a historic site specialist, A. L. Honeycutt; and a museum curator, John D. Ellington. All were graduated within recent years from North Carolina colleges.

OHIO

Participants in a genealogical workshop sponsored by the Western Reserve Historical Society raised, on their own initiative, a fund of \$150 for the purchase of books of genealogical interest not heretofore among the society's collections.

The Ohio Historical Society has acquired about 300 letters, 1869-91, of William Tecumseh Sherman to his daughter Eleanor.

OREGON

The Oregon Historical Society has announced a centennial cataloging program, to reevaluate and recatalog its collections during the next 5 years. The program, financed with private funds, is under the direction of Kenneth W. Duckett, librarian, and Jeannette Stewart, chief cataloger.

PENNSYLVANIA

Richard H. Shryock has been named librarian of the American Philosophical Society. He has previously directed the Institute of the History of Medicine at the Johns Hopkins University, Baltimore.

Pennsylvania State University's committee on Pennsylvania life and culture, of the university's social science research center and the university's general extension service, conducted a 6-day institute on Pennsylvania life and culture,

June 23-28. The theme was "Rediscovering our Resources," including manuscript resources. The Pennsylvania Federation of Historical Societies and the Pennsylvania Historical and Museum Commission jointly sponsored the institute. Among the speakers were S. K. Stevens, the commission's director; S. W. Higginbotham, director of the commission's bureau of research, publications, and records; Milton W. Hamilton, senior historian of the Division of Archives and History, New York State Department of Education; and Charles W. Mann, Jr., curator of Pennsylvania State University's department of rare books and manuscripts.

RHODE ISLAND

The Rhode Island Foundation has made a grant of \$4,000 to the Rhode Island Historical Society to help it procure attractive modern exhibition space.

TENNESSEE

This magazine reported a year ago that the Sunday School Board of the Southern Baptist Convention was undertaking to develop a new and comprehensive record system for use by local churches. The program is now the full-time charge of Lloyd Barnes of the board's new department of church administration; and the board's record officer, Belden Menkus, concentrates his attention on the business and historical records of the board's Nashville headquarters.

Ben F. Gregory, record management analyst of the Office Methods Staff, Tennessee Valley Authority, Chattanooga, states in the June 1958 issue of *The Office* that TVA has 91,300 cubic feet of records remaining after 86,775 feet have been destroyed at an estimated saving of \$1,344,123.

VERMONT

The Vermont Historical Society has announced the acquisition of the papers of J. Gregory Smith, railroad entrepreneur and Civil War Governor of the State. At the society's summer meeting early in August Mabel E. Deutrich of the National Archives read a paper on Vermont's "native son," Adj. Gen. Fred C. Ainsworth (1852-1934), who introduced the card-index filing system for keeping records of U. S. Army personnel; and W. Neil Franklin, also of the National Archives, read a paper on "Materials in the National Archives Relating to Vermont."

VIRGINIA

The University of Virginia Library now has 2,000 papers, 1890-1957, relating to the Norfolk Creosoting Co.; 1,500 papers, 1890-1950, of Judson C. Dickerman; and 350 papers, 1827-84, of the Randolph family of Millwood, Clark County.

WASHINGTON

In the April 1958 issue of the *Pacific Northwest Quarterly* Richard C. Berner, newly appointed curator of manuscripts at the University of Washington Library, describes that institution's holdings of the Port Blakely Mill Co. records, chiefly of the years 1876-1905.

WISCONSIN

The State Historical Society of Wisconsin has published this year *In Support of Clio; Essays in Memory of Herbert A. Kellar*, a volume edited by William B. Hesseltine and Donald R. McNeil. Several essays in the volume are by members of the Society of American Archivists. The host of friends and acquaintances of Herbert Kellar will remember him as the director for many years of the McCormick Historical Association.

The Hugh Sinclair collection of the writings of Robert Boyle and Joseph Priestley has been acquired by the University of Wisconsin Library.

WYOMING

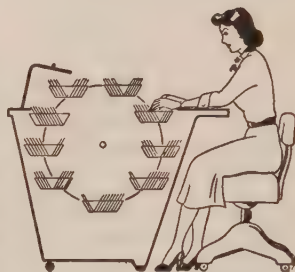
The University of Wyoming has a new geology building and a new library building. In the Western History Department of the library the university plans to collect and house records of the petroleum industry as an aid to the new Petroleum History and Research Center at Laramie.

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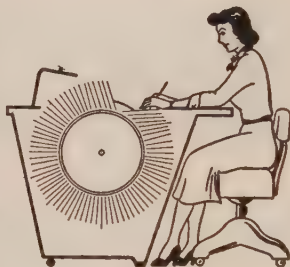


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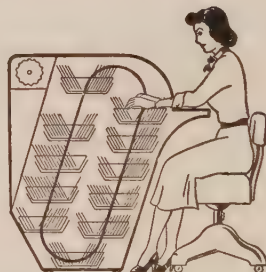


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